WILMETTE Public Schools DISTRICT 39

*Job Description*

# SPECIAL EDUCATIONAL PARAPROFESSIONAL

**Primary Function**

To provide support to one or more students with disabilities, enabling them to receive greater benefit from the district's instructional program

**Organizational Relationships**

The Special Education Paraprofessional receives guidance from the classroom teacher, Learning Behavior Specialist, and/or Related Services Professionals and reports to the Building Administration.

**Qualifications**

- Illinois State Board of Education and NCLB Paraprofessional Approval
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the school building and playground
- Ability to lift and position students weighing up to 50 pounds using proper 1-man lift techniques
- Ability to lift and position students weighing more than 50 pounds using proper 2-man lift techniques
- Ability to participate in and apply district-approved behavior management procedures and Crisis Prevention Institute (CPI) training, including student physical restraints as needed

**Performance Responsibilities**

1. Under the supervision of the teacher, work with student or students to reinforce academic, social-emotional, and functional skills initially introduced by the teacher and/or related services professionals.
2. Establish a positive and supportive relationship with the student(s) which encourages independent functioning rather than dependency.
3. Help students operate and care for equipment or instructional materials assigned by teacher.
4. Provide instructional support as directed by the teacher or Learning Behavior Specialist, including distributing and collecting materials, checking assignments, supervising testing, and guiding independent study, enrichment work, and remedial work set up and assigned by the teacher.
5. Collect student data related to academic and/or behavioral progress as directed.
6. Assist with the supervision of student(s), including during in-school transitions, emergency drills, assemblies, play periods, lunchtime/recess, trips to the office, nurse, Media Center or field trips.
7. Support student(s) with their self-care skills, including dressing, feeding, mealtime, and toileting, as directed
8. Provide physical support to students, including positioning, lifting, and physical redirection, as indicated in the I.E.P. and/or directed by certified staff members.
9. Support established classroom and behavior management procedures, including nonviolent crisis intervention procedures.
10. Alert the teacher to any problem or special information about the assigned student(s).
12. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
13. Participate in in-service training programs as assigned, including regular CPI training to maintain certification.
14. Perform other duties that may be assigned by supervisor.

**Terms of Employment**

184 work days - salary and work year established by the Board of Education and Support Council Agreement.

**Evaluation**

Performance will be evaluated in accordance with the Support Council Agreement.

Revised: 6/6/11