

Building Paraprofessional

Primary Function

To assist with tasks on a flexible basis to provide assistance to students as well as assist smooth daily operations for the school.

Organizational Relationships

The Building Paraprofessional reports to the building administration.

Qualifications

- 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 speak, write, read and understand English
- Ability to participate in District 39 approved behavior management procedures, Crisis Prevention Institute training (CPI) and to apply training in crisis situations including student restraints as needed
- Hold a valid State of Illinois teaching certificate (preferred), substitute certificate or NCLB Paraprofessional Approval

Performance Responsibilities

1. Assist in performing typical office routines.
2. Assist in the maintenance of files, students' records, and school supplies.
3. Assist teachers in preparing instructional materials, as requested.
4. Work with individual or small groups of students, under the supervision of the teacher, to reinforce learning of material or skills initially introduced by the teacher.
5. Guide independent study, enrichment work, and remedial work set up and assigned by teacher.
6. Assist with the supervision of students, including during emergency drills, assemblies, recess, and field trips.
7. Supervise students as assigned during arrival to and dismissal from school
8. Assist with such large group activities as drill work, reading aloud, and storytelling.
9. Check notebooks, correct papers, and supervise testing and make-up work, as assigned by the teacher.
10. Check and record student attendance.
11. Performs simple nursing tasks in the absence of the school nurse.
12. Check and record collection of money.
13. Assist with lunch, snack, and clean-up routines.
14. Support established building, classroom and behavior management procedures.
15. Serve as a source of information and help to any substitute teacher assigned in the absence of the teacher.
16. Serve as substitute teacher and/or paraprofessional for partial or full day needs in the building.
17. Assists in test administration and/or make-up tests, as needed.
18. Maintain a high level of ethical behavior and confidentiality of information about students.
19. Participate in in-service training programs, as assigned.
20. Perform other duties as may be assigned by the Building Administrator and/or designee.

Terms of Employment

184 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.