

Classroom Paraprofessional

Primary Function

To assist the teacher in providing a well-organized, safe, smoothly functioning class environment.

Organizational Relationships

The Classroom Paraprofessional receives direction from the classroom teacher and reports to the building administration.

Qualifications

- Hold a valid State of Illinois teaching certificate (preferred), substitute certificate or 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 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

Performance Responsibilities

1. 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.
2. Assist the teacher in devising special strategies for reinforcing the skills of individual students based on their needs, interests or abilities.
3. Help students operate and care for equipment or instructional materials assigned by teacher.
4. Distribute and collect workbooks, papers, and other materials for instruction.
5. Guide independent study, enrichment work, and remedial work set up and assigned by the 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. Keep bulletin boards and other classroom learning displays up to date, as determined by the teacher.
9. Assist with such large group activities as drill work, reading aloud, and storytelling.
10. Read to students, listen to students read, and participate in other forms of oral communication with students one-to-one.
11. Check notebooks, correct papers, and supervise testing and make-up work, as assigned by the teacher.
12. Check and record student attendance as directed by the teacher.
13. Check and record collection of money.
14. Help students with their clothing.
15. Assist with lunch, snack, and clean-up routines.
16. Assist with wash-up and toilet routines.
17. Alert the teacher to any problem or special information about an individual student.
18. Serve as a source of information and help to any substitute teacher assigned in the absence of the teacher.
19. Maintain a high level of ethical behavior and confidentiality of information about students.
20. Participate in in-service training programs, as assigned.
21. Support established classroom and behavior management procedures.
22. Administer, score, and record assessments under teacher direction.
23. 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.

4/2012