



Special Education Paraprofessional Job Description

TITLE: Special Education Paraprofessional

FLSA Class: Non-Exempt

Date: April 2025

QUALIFICATIONS:

- ISBE Professional Educator License (Paraprofessional, Teaching, or Substitute)
- Excellent interpersonal, communication, organizational and time management skills
- Possess a valid driver's license and maintains automotive insurance coverage as required by IL law

ESSENTIAL JOB FUNCTIONS – May include, but are not limited to, the following:

1. Demonstrates knowledge and maintains knowledge and skill in working with students; works under the direction of the Special Education Teacher or other personnel while maintaining license;
2. Uses scientific knowledge and personal competencies to establish and support students' goals as directed by the Special Education Teacher or other personnel;
3. Demonstrates knowledge of special education procedures and state regulations and guidelines;
4. Demonstrates knowledge of research-based resources through the school, district, community, professional organizations and research journals;
5. Collects data to assist with the recommendation, scheduling, or academic and behavior planning;
6. Implements plans assigned by the Special Education Teacher or other personnel and monitors their effectiveness;
7. Demonstrates excellent rapport with students;
8. Organizes time effectively by providing instruction, crisis intervention, and other services as requested by school personnel;
9. Establishes and maintains clear procedures when responding to a crisis or following other directives;
10. Establishes standards of conduct and professionalism when delivering instruction, supervision, behavior interventions, responding to a crisis, etc;
11. Effectively organizes physical space for data collection, instruction, etc;
12. Proactively responds to student crisis and other timely student needs in a timely manner;
13. Implements individualized student plans that are aligned and suitable to their needs;
14. Successfully communicates with staff and ensures informed consent is obtained before implementing academic and behavior interventions;
15. Collects necessary information from a variety of data sources and shares information with certified personnel; communication with families is to be made by certified staff;
16. Provides feedback to certified staff so adjustments aimed at student progress can be considered;
17. Regularly reflects on the efficacy of their service delivery to students
18. Effectively collaborates with all stake holders seeking input on individual students and provides on-going support and regular feedback to educational staff implementing programs;
19. Utilizes a variety of data collection tools and graphed data results to monitor and report on student progress; assists with completing assessments, data collection and reports by due dates;
20. Participates as a member of the problem-solving team recommending and assisting with the implementation of preventative behavior analytic procedures that include research-based behavior interventions and strategies; maintains positive relationships with colleagues;
21. Maintains professional competence through on-going professional development and modeling of positive behavioral supports and classroom strategies; maintains professional license;
22. Displays professionalism, honesty, integrity, ethical practice and confidentiality; implements IEP services and requirements within legally mandated timelines; follows designated schedule, attendance policy and is punctual;

23. Completes other duties as assigned by the Special Education Teacher or other school personnel.

Employees in this position must be able to (a) sit and stand for extended periods of time, (b) type/enter data into computer, (c) stand, walk, bend over, reach, push/pull up to 10 lbs., and lift/carry 25-40 lbs.

EXPECTATIONS

Maintains a high level of ethical behavior and confidentiality of information about students, families, and school employees

Communicates effectively with staff and students

Maintains a professional attitude and treats all students with dignity and respect

Displays fairness, patience, self-control, and impartiality for all students and staff

Works cooperatively and effectively with others

Helps maintain a positive classroom and school environment

Adheres to designated work schedule

Follows policies and procedures of the district(s)/building(s) to which the paraprofessional is assigned

SCHEDULING

The normal work hours for this position are 8:00 a.m. to 3:30 p.m. The schedule is subject to change.

Work days total 180 days, with the potential to attend paid professional development prior to the start of the school year.