



## **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:

Works under the direction of and completes duties as assigned by a special education teacher(s) and/or administrator(s) assisting with the supervision, education, and management of students;

Works with small groups of students and individual children to reinforce material presented by the classroom teacher;

Assists as directed by the special education teacher and/or related services personnel with implementation of students' individual educational programs;

Implements instructional, reinforcement, and behavior plans under the direction of the special education teacher and/or related service provider(s);

Assists in collecting student data and documentation as directed by the supervising special education staff;

Assists individual children in need of special attention (may include, but is not limited to: changing clothes, changing diapers, feeding, self-care, hygiene, lifting/transferring, monitoring health problems, monitoring behaviors);

Supervises students in the classroom, halls, cafeterias, school yards, and gymnasiums, or on field trips;

Participates in required professional trainings and utilizes trainings to assist students in learning and being safe; and

Performs other duties and additional responsibilities, as assigned.

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.