

## PEP Paraprofessional Job Description

**Position Title:** Paraprofessional

**Reports to:** Supervising Teacher, Principal, Director

**FLSA Class:** Non-Exempt

**Qualifications:** As determined by ISBE

**Revised:** April 2020

### Summary:

The special education paraprofessional is a team member who works under the supervision of the special education professional. The paraprofessional helps carry out the educational programs developed through the Individualized Education Plan (IEP) process, performing daily activities using specific materials/methods and/or material modifications designed by the special education teacher and support personnel (speech, OT/PT, social worker, etc.) and assists with documentation.

### Paraprofessional Job Description:

1. Arrives & departs from work per contract regulations and assigned schedule
2. Demonstrates self-initiative and time management skills while assisting students during the daily routine
3. Dresses appropriately and follows assigned district dress guidelines
4. Is regular and dependable in attendance
5. Follows safety and health procedures
6. Implements practices that ensure the safety and well-being of all students
7. Follows instructions of teacher/supervisor
8. Will successfully complete crisis prevention intervention and physical restraint training, or similar training as required by the administration
9. Will assist staff with crisis situations and maintain the safety of students and staff
10. Completes assigned paperwork in an efficient and timely manner
11. Assists with preparation and modification of teaching materials as directed by the teacher
12. Actively provides instruction/modeling under the direct/indirect supervision of a licensed professional educator/licensed medical service provider to students during all parts of a daily schedule
13. Displays consistency and organizational skills when working with students and completing daily required tasks.
14. Implements behavior strategies in a controlled yet effective manner
15. Implements recommendations made by teacher, itinerant staff, and supervisor
16. Displays a positive attitude toward, displays respect for, and works well with co-workers, administration, & district staff
17. Interacts with students in a compassionate and respectful manner
18. Seeks out answers to questions and concerns in a positive manner with the teacher, itinerants, and supervisor
19. Shows a desire to grow professionally by attending in-services, meetings, and by accessing information and resources provided by teachers and supervisors
20. Exercises a high degree of discretion regarding confidentiality of information
21. Will complete required personal care tasks such as physical transfers, hygiene, and toilet needs for students which may involve lifting, bending, kneeling, and twisting
22. Follows prescribed lifting and transfer procedures and will be physically able to lift and transfer students in a classroom, as instructed by a physical therapist
23. Supervises children in the hallway, lunchroom, playground, and throughout the building
24. Assists in maintaining the organization and cleanliness of the classroom and school
25. Creates and keeps a current record of daily schedule and duties in the event a substitute paraprofessional is needed
26. Enforces school and classroom policies and rules
27. Utilizes and is familiar with assistive technology as appropriate
28. Assists classroom teacher in other tasks necessary in maintaining a professional and positive classroom environment, and performs other duties as assigned