

KANKAKEE SCHOOL DISTRICT #111
JOB DESCRIPTION
PARAPROFESSIONAL

QUALIFICATIONS

Holds an associate's degree or higher from a regionally accredited institution of higher learning **OR** a minimum of 60 semester hours of credit from a regionally accredited institution of higher learning **OR** holds a high school diploma or its recognized equivalent **AND** has passed a test of basic skills (the ETS Paraprofessional or ACT WorkKeys).

REPORTS TO

Classroom Teacher, Building Administrator, Director of Student Support Services

JOB GOAL

In cooperation with the teacher and/or building administration to provide a well-organized, smoothly functioning class environment in which students can take full advantage of instructional program and available resource materials.

PERFORMANCE RESPONSIBILITIES (may include but not limited to the following)

1. Must be prompt and regular in attendance
2. Assists with classroom activities under the direction of a certified teacher (includes PE)
3. Assists with the instruction of small groups of students
4. Assists in the preparation of instructional materials and be able to perform activities utilizing technology when needed
5. Assists any students when appropriate and students with special needs including setting up any special equipment as needed
6. Assists in keeping classrooms orderly and presentable
7. Assists teacher in duties relating to the supervision of playground, cafeteria, bathroom, and bus duty activities
8. Assists students with dressing, feeding, toileting, and health needs as deemed necessary by the principal/teacher (this may include changing diapers and personal hygiene)
9. Assists with field trip supervision
10. Assists staff in behavior management implementation, circulating around the room
11. Provides information to the teacher regarding student progress
12. Maintains a professional, confidential attitude toward work, students, and other adults in the school

13. Be flexible and willing to listen and make changes when needed
14. Demonstrate the ability to perform physical tasks associated with the job model, prompt and reinforce appropriate social behaviors.
15. Cooperates with building personnel during routine activities
16. Participates in staff development workshops and meetings during contractual work day.
17. Actively participates in and abides by the school district's Employee Safety and Health program and all policies and work practices designed to promote a safe work environment.
18. Accepts responsibility for safe conduct relating to all activities necessary to carry out functions of this position. Performs other tasks and assumes such other responsibilities as may be assigned by the teacher, principal, program director, or other administrator.
19. May be required to perform additional paraprofessional duties when assigned by administration or designee.

***Additional responsibilities for a Bilingual Paraprofessional**

- Speaks with parents by phone when language difference is a barrier
- Accompanies personnel on home visits when needed to facilitate communication
- Translates written materials, English to Spanish, for distribution to parents as required
- Supports translations as needed

***Additional responsibilities for a CIPS Paraprofessional**

- Works closely with building administration and classroom teacher to meet individual student needs

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (objects occasionally weigh up to 20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate tastes. Some tasks require oral communications ability. Most tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, wetness, humidity, machinery, and temperature.

Climbing: Ability to ascend or descend ladders using feet and legs and/or hands and arms. Body agility is emphasized. (This factor is important if the amount and kind of climbing required is greater than that of ordinary motion).

Balancing: Ability to maintain body equilibrium to prevent falling down when walking/standing, or crouching on narrow, slippery, or erratically moving surfaces. (This factor is important if the amount and kind of balancing exceeds that of ordinary motion.)

Stooping: Ability to bend body downward and forward by bending spine at the waist. (This factor is important if the position requires an amount of stooping greater than normal motion).

Kneeling: Ability to bend legs at the knees to come to a rest on the knee or knees.

Crouching: Ability to bend the body downward and forward by bending the leg and the spine.

Reaching: Ability to extend hand(s) and/or arm(s) in any direction.

Standing: Ability to stand for prolonged periods of time.

Walking: Ability to move about on foot to accomplish assigned tasks, particularly for long distances.

Sitting: Ability to remain in a seated position for a prolonged period of time.

Pushing: Ability to use upper extremities to press against an object with steady force in order to thrust forward, downward, or outward.

Pulling: Ability to raise objects of varying sizes and weights from a lower to a higher position or moving objects horizontally from position to position.

Lifting: Ability to raise objects of varying sizes and weights from a lower to a higher position or moving objects horizontally from position to position.

Fingering: Ability to pick, pinch, type, or otherwise work, primarily with fingers rather than with the whole hand or arm, as in handling.

- Grasping: Ability to apply pressure to an object with the fingers and palms.
- Feeling: Ability to perceive attributes of objects, such as size, shape, temperature, or texture, by touching with the skin, particularly that of the fingertips.
- Talking: Ability to express or exchange ideas by the means of spoken word. Those activities in which detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- Hearing: The ability to perceive speech and other environmental sounds at normal loudness levels.
- Acuity
Visual: The power to see at a level, which allows reading of numbers, text, and operation of equipment.
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Motions: Repetitive ability to move the wrists, hands, and/or fingers in a repetitive motion.

5/2021

KANKAKEE SCHOOL DISTRICT #111

JOB DESCRIPTION

NURSE /VISION/HEARING PARAPROFESSIONAL

QUALIFICATIONS:

1. Illinois State Board of Education Educators License w/ Stipulations
2. Illinois Department of Public Health Hearing / Vision Certification
3. Paraprofessional endorsement required
4. Ability to work with principals, teachers, parents, and students
5. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal, Nurse, Director of Student Support Services

JOB GOAL: Under the guidelines of the Student Support Services' goals, provide and coordinate various functions of the nursing office's responsibilities in complying with State mandates and policies.

PERFORMANCE RESPONSIBILITIES: (may be included but are not limited to the following)

1. Responsible for the completion of annual hearing and vision screening as required by Illinois Department of Health for various grade levels.
2. Prepare and submit the annual Hearing & Vision Report to Illinois Department of Public Health.
3. Respond to Psychologist's special requests for results or individual hearing / vision screening examination for IEP Meetings.
4. Maintain school health records and compliance per State physical/examination and immunization requirements.
5. Responds to requests from building principals for assistance with evaluation of needs for emergency/short term health care.
6. Communicates directly with parents or guardians of students concerning immunization and other health issues.
7. Assists with preparation of school immunization / dental health reports, etc.
8. Assists any students concerning health issues as requested by building personnel and informs nurse as appropriate.
9. Participates in staff development workshops and meetings as required by the Administration.
10. Accompanies a sick and/or injured person to the hospital as needed.

11. Assists in the coordination and implementation of immunization and dental clinics and/or any other health maintenance activity as designated by the School Nurse.
12. Maintains a professional, confidential attitude toward work, students, and other adults in the school.
13. Performs other school health duties as assigned by the School Nurse and/or the Director of Student Support Services.
14. Cooperates with building personnel during routine activities.
15. Assists with implementation and supervision of a field trip such as the Lens Crafters free vision program.
16. Provide Hearing and Vision screenings WEEKLY for Pre-K children coming from Early Intervention Services to determine placement.
17. Screen Hearing and Vision for 3 to 4 year old children, during the annual **FULL DAY** free Developmental Screening for the Pre School program.
18. Performs other tasks as requested by school principals or Student Support Services.
19. Actively participates in and abides by the school district's Employee Safety and Health program and all policies and work practices designed to promote a safe work environment. Accepts responsibility for safe conduct relating to all activities necessary to carry out functions of this position.
20. May be required to perform additional Nurse (Vision/Hearing) related duties when assigned by administration or designee.

SKILLS REQUIRED:

1. Language: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents and other employees or the organizations.
2. Mathematical: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Reasoning: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

TERMS OF EMPLOYMENT: Nine Month

EVALUATION: Job performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Paraprofessional personnel.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (objects occasionally weigh up to 20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate tastes. Some tasks require oral communications ability. Most tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, wetness, humidity, machinery, and temperature.

Climbing: Ability to ascend or descend ladders using feet and legs and/or hands and arms. Body agility is emphasized. (This factor is important if the amount and kind of climbing required is greater than that of ordinary motion).

Balancing: Ability to maintain body equilibrium to prevent falling down when walking/standing, or crouching on narrow, slippery, or erratically moving surfaces. (This factor is important if the amount and kind of balancing exceeds that of ordinary motion.)

Stooping: Ability to bend body downward and forward by bending spine at the waist. (This factor is important if the position requires an amount of stooping greater than normal motion).

Kneeling: Ability to bend legs at the knees to come to a rest on the knee or knees.

Crouching: Ability to bend the body downward and forward by bending the leg and the spine.

Reaching: Ability to extend hand(s) and/or arm(s) in any direction.

Standing: Ability to stand for prolonged periods of time.

Walking: Ability to move about on foot to accomplish assigned tasks, particularly for long distances.

Sitting: Ability to remain in a seated position for a prolonged period of time.

- Pushing: Ability to use upper extremities to press against an object with steady force in order to thrust forward, downward, or outward.
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- Acuity
- Visual: The power to see at a level, which allows reading of numbers, text, and operation of equipment.
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- Motions: Repetitive ability to move the wrists, hands, and/or fingers in a repetitive motion.

Kankakee School District 111
Security Officer Job Description

Qualifications:

Holds a high school diploma or its recognized equivalent
Background in security or criminal justice preferred

Reports To: Director of District Safety and Security and/or Building Administration

Job Goal: This position provides security for School District 111 students, staff, visitors, building, and property through patrolling building(s) and perimeters, including parking lots, to prevent unauthorized visitors or property damage and to provide general building security. Does related work as required by Kankakee School Administration.

PERFORMANCE RESPONSIBILITIES: (may be included but are not limited to the following)

1. Communicates effectively, both written and oral with students, administration, staff and co-workers.
2. Oversee and participates in security inspections dealing with any part of building(s), grounds, and other properties as assigned by administration and to work in conjunction with local law enforcement or fire personnel.
3. Make recommendations to correct or enhance any security issues that may cause harm to students, staff, or visitors. (Example, faulty door openers, etc.).
4. Actively responds to all incidents related to the safety and security of students, staff, and visitors (Example, fights, weather related issues, building issues, parking lot issues, etc.).
5. Ability to physically intervene utilizing appropriate techniques as provided in District training.
6. Collaborate with school administrators to set priorities and to provide professional services to students, staff, and visitors.
7. Demonstrate the initiative to be proactive in resolving issues, concerns, student behaviors or problems.
8. Utilizing in-house surveillance system to monitor hallways, entrances, and outside perimeters during times when classes are in session.
9. Monitor visitor's entrance and direct visitors to the locations in which they are visiting.
10. Check perimeter doors to prevent unauthorized visitors from entering school building, loitering, or trespassing on school property or grounds.
11. Inform school administrators of all student behaviors, issues, and/or problems.
12. Exercise respect and collaboration when interacting with students, staff, and visitors.
13. Monitor entrances, unloading/loading of buses, hallways, cafeteria areas at the start and end of day.
14. Complete all incident reports ASAP or by the end of your shift and file for future reference.

15. Escort students both in the building and also off the District grounds for various school functions.
16. Exercise confidentiality in regard to all work related situations.
17. May be required to perform additional security related duties when assigned by administration or designee.

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KANKAKEE SCHOOL DISTRICT #111
JOB DESCRIPTION
LEARNING RESOURCE CENTER/STUDENT SUCCESS CENTER PARAPROFESSIONAL

QUALIFICATIONS:

Holds a high school diploma or its recognized equivalent.

A minimum of 60 semester hours of credit from a regionally accredited institution of high education
OR has passed a test of basic skills (the ETS Paraprofessional or ACT Work Keys).

REPORTS TO:

Student Support Interventionist
Building Administration

JOB GOAL:

In cooperation with staff, will provide a well-organized, smoothly functioning, learning resource center/student success center environment in which students can take full advantage of available resource materials.

PERFORMANCE RESPONSIBILITIES (may include but not limited to the following):

1. Checks in/out books and materials for students and staff.
2. Re-shelves materials to their proper location.
3. Assists in ordering new books, materials, and learning resource center/student success center materials.
4. Processes new materials before placing on shelves for circulation.
5. Maintains records of overdue materials and generates overdue notices.
6. Provides orientation of learning resource center/student success center services for students and staff.
7. Repairs books as needed.
8. Assists students and staff in finding materials or resources for assignments and projects.
9. Records daily circulation statistics and generates annual statistical reports.
10. Maintains current shelf list (inventory) of learning resource center/student success center materials.
11. Maintains a professional, confidential attitude toward work, students, and other adults in the school.
12. Cooperates with building personnel during routine activities.
13. Participates in staff development workshops and meetings as required by the Administration.
14. Actively participates in and abides by the school district's Employee Safety and Health program and all policies and work practices designed to promote a safe work environment.
15. Accepts responsibility for safe conduct relating to all activities necessary to carry out functions of this position. Performs other tasks and assumes such other responsibilities as may be assigned by the teacher, principal, program director, or other administrator.

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