

KANKAKEE SCHOOL DISTRICT #111

JOB DESCRIPTION

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 WorkKeys) **OR** holds an associate's degree or higher from a regionally accredited institution of higher education.

REPORTS TO

Building Principal, Director of Student Support Services, and/or classroom teacher

JOB GOAL

In cooperation with the teacher, 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.
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***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

***Responsibilities for a non-instructional paraprofessional may or may not include those listed. They need to hold a high school diploma or its recognized equivalent.**

