



ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

INSPIRE TO DREAM - EMPOWER TO ACHIEVE

JOB DESCRIPTION

PARAPROFESSIONAL | SPECIAL EDUCATION ONE-TO-ONE

POSITION SUMMARY

The job of One-on-One Special Education Paraprofessional is done for the purpose/s of providing support to the instructional program with specific responsibility for assisting in the supervision, care, and instruction of students with special needs in the general education setting or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior; and providing information to appropriate school personnel.

Under the guidance of the classroom teacher, the paraprofessional will provide student support by implementing the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implement student's behavior support plan and collect IEP/behavior data as directed by the student's team
- Provide active supervision in academic and nonacademic settings (lunch, recess, fieldtrips, bussing, etc.)
- Assist with daily schedule, transitions, sensory breaks, and use of rewards/motivators
- Enforce school-wide behavioral expectations using PBIS, TBRI, or the Pyramid Model
- Support instruction by implementing materials, reinforcing lessons, and assisting with tests/assignments under teacher direction
- Assist with personal care needs (see Personal Care Support below)
- Escort and supervise the student across settings (classroom, field trips, emergency drills, etc.)
- Communicate regularly with the classroom teacher and case manager on student progress
- Intervene appropriately in behavioral incidents to ensure safety
- Support the assigned student throughout the school day. If the assigned student is absent, check in with the building administrator regarding other duties that may be assigned for the day.
- Attend staff meetings
- Respond with empathy to students displaying screaming, crying, or aggressive behavior, and help manage or minimize disruption
- Participate in training and professional development to better serve students (i.e CPI training, etc.)
- Act as a mandated reporter
- Learn to use and support student use of assistive technology and communication devices
- Physically assist students with tasks including walking, participation across various environments, and loading/unloading from bus or vehicle
- Encourage and support positive peer interactions
- Participate in training and professional development to better serve students (i.e CPI training, etc.)
- Maintain a professional, reliable, and collaborative presence on the team
- Other duties as assigned

BOE Approval Date_____

PERSONAL CARE SUPPORT

- Physical assistance with toileting and dressing as needed, following hygiene and dignity protocols
- Provide full restroom assistance, including accompanying students into the stall or nurse's bathroom, changing soiled undergarments/pull-ups/diapers, cleaning sanitary areas, and notifying the supervisor when bathroom supplies need restocking by family
- Assist with personal hygiene tasks (cleaning face, washing hands, nose blowing, etc.)
- With District training, support transfers and positioning (e.g., desk to wheelchair, floor to standing, in/out of adaptive equipment)
- Assist with feeding, mobility around the building, and other activities of daily living as specified in the student's IEP or care plan
- Help the student manage personal belongings and equipment (e.g., braces, walkers, communication devices)
- Follow individualized health and safety protocols established by the student's related services team (e.g., PT, OT, nursing staff)
- Maintain student privacy and dignity during all personal care routines
- Report any changes in student's physical condition, mobility, or care needs to the supervising teacher and appropriate staff

QUALIFICATIONS

- Valid Paraprofessional license
- Strong interpersonal and communication skills
- Ability to remain calm and effective in emotionally charged situations
- Ability to model and coach behavior management techniques

PHYSICAL DEMANDS

The role requires the ability to perform various physical tasks, including standing, walking, sitting, kneeling, lifting, and bending, as necessary to fulfill job responsibilities. The work environment may involve exposure to typical levels of noise and activity associated with a school and on a school bus setting. This overview is not exhaustive of all physical requirements and responsibilities inherent in the role.

TERMS OF EMPLOYMENT

REPORTS TO: Building Principal	BENEFITS ● Sick leave and personal days ● Employer contributions to Illinois Municipal Retirement Fund (IMRF) ● HMO insurance and dental benefits ● Opportunities for professional development and growth within the district.
TERMS OF EMPLOYMENT: Hourly rate, length of work year and ongoing service shall be determined by the Board of Education.	

The statements in this job description are intended to describe the general nature and level of the work to be performed by the individual assigned to the position. They are not an exhaustive list of all of the duties and responsibilities related to the position.