

PANA COMMUNITY UNIT SCHOOL DISTRICT #8

JOB DESCRIPTION

Position Title: Paraprofessional – Special Education

Department: Special Education

Reports to: Building Principal

FLSA Class: Non-Exempt

Effective Date: July 1, 2019

SUMMARY

This position is responsible for working closely with students with and without disabilities on a regular basis in an effort to provide them with the physical help and emotional support they need to gain as full benefits from the special education cooperative's special education program as possible.

DUTIES

1. Discusses assigned duties with special education and classroom teachers in order to coordinate instructional efforts.
2. Prepares lesson materials, bulletin board displays, exhibits, equipment, and demonstrations as needed.
3. Presents subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
4. Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement.
5. Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
6. Escorts students to and from the bus as needed.
7. Supervises students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
8. Conducts demonstrations to teach such skills as sports, dancing, and handicrafts.
9. Distributes teaching materials such as textbooks, workbooks, papers, and pencils to students.
10. Distributes tests and homework assignments, and collect them when they are completed.
11. Enforces administration policies and rules governing students.
12. Grades homework and tests, and computes and records results, using answer sheets or electronic marking devices.
13. Completes required reports in a timely manner.
14. Submits activities performed by self for Medicaid reimbursement claiming with the consulting reimbursement agencies as directed.
15. Teaches socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
16. Works with general education students and students with multiple physical, mental, and developmental disabilities.

17. Is familiar with and uses adaptive equipment including, communication equipment, wheel chairs, adaptive feeding tools, etc.
18. Assists students with self-care, hygiene, and feeding as necessary. Such assistance may include toileting, diapering, health care, tube-feeding, catheterization, etc.)
19. May be required to perform tasks that students are not able to do, i.e. taking notes, handling materials, holding books, etc.
20. May work with/handle resistive students.
21. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
22. Maintains a high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
23. Assists the classroom teacher in other tasks necessary in maintaining a professional and positive classroom environment and performs other teacher aide duties as may be assigned by the classroom teacher or administration.
24. Performs any other duties as may be assigned by administration.

QUALIFICATIONS

1. Associate's degree from a regionally accredited institution of higher education; completed 60 semester hours of college credit at a regionally accredited institution of higher education; passed the ETS ParaPro assessment; or passed the applicable ACT WorkKeys assessments.
2. Must meet any other certification requirements of the state.
3. Must have excellent Oral and Written communication skills to work with teachers, education support personnel, building administrators and the general public.
4. Enforce school regulations and policies in a professional manner.
5. Ability to maintain good working relationships with fellow employees and pupils.
6. Must be able to lift and carry up to 50 lbs.
7. Requires employee to have the ability to push/pull up to 10 lbs.
8. Must be detailed oriented.

SCHEDULING

The work hours for this position are from 8:00 a.m. to 3:30 p.m. The schedule is subject to change with special education cooperative demands. Overtime is required when requested.