



## **Medinah School District 11**

### **Job Title: PARAPROFESSIONAL**

#### **Qualifications:**

- Valid Educator License with Stipulations Paraprofessional (ELS-PARA) OR
- Valid Professional Educator License (PEL)

#### **Reports to:**

- Building Principal and Team Leaders

#### **Work Calendar:**

- Full-time – Paid 6 hours per day – 10 months (Follow School Calendar)

#### **Position Goal:**

- To assist the classroom teacher in providing a well-organized, efficient and highly functioning class environment which enhances the instructional program and uses multiple resource materials

***The Paraprofessional shall be responsible for the following duties which include but are not limited to:***

#### **Board/Superintendent:**

- Observes and adheres to all Board of Education policies and Administrative rules and regulations (AR)

#### **Classroom:**

- Follow all directives of the classroom teacher
- Administer and record achievement and tests scores for individual students
- Work with individual students or in small group settings to reinforce lesson materials and skills
- Collaborate with the teacher to plan and design specific strategies to reinforce the lesson materials and skills recognizing the individual student's needs, interest and abilities
- Operate and maintain the classroom equipment used for instructional purposes
- Distribute and collect workbooks, papers, and other instructional materials

- Provide guidance for independent study, enrichment and remedial work for students as determined by the teacher
- Assist with large group activities such as drill work, reading aloud and storytelling
- Read to students, listen to students read and participate in all forms of oral communication relative to reading and speech
- Aid students in the Library Media Center
- Check notebooks, make-up work, correct papers and supervise testing as needed
- Provide all relevant classroom teaching information to the substitute teacher
- Participate in student conferences with parents and staff when appropriate
- Maintain control and provide discipline that is consistent with the practices of the classroom teacher in the absence of the teacher
- Supervise students during lunch, bus duty, recess, field trips and other related activities as needed
- Attend team meetings as necessary

#### Individual:

- Exhibit confidentiality in relation to students, parents and faculty
- Develop open, effective and positive communication with parents
- Develop a positive working relationship with administration, staff, students and parents
- Assume responsibility for personal and professional growth and development by attending meetings, workshops, conferences and continuing education classes as related to classroom teaching
- Be knowledgeable of and adhere to the District Safety Plan