



TITLE: Paraprofessional – General

QUALIFICATIONS: Valid ISBE Paraprofessional Educator License; or a
Valid ISBE Professional Educator License preferred

REPORTS TO: Building Administrators

JOB GOALS: To support the Mission, Vision and Core Values of Bloomington
School District 13:

- Mission - Developing actively involved learners, well-rounded students, and responsible citizens in partnership with the community.
- Vision - An exceptional, individualized education for each and every student.
- Core Values - Ensuring every student learns, Treating others with honor and respect, Working together to achieve more.

PERFORMANCE RESPONSIBILITIES:

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

Assistance in Planning and Preparation

- Works collaboratively with classroom teacher(s) to understand teacher planned activities/lessons.
- When preparing to teach a lesson, considers student's interests, special needs, and current skill levels.
- Prepares materials for use during small group instruction (i.e. MTSS, small groups, etc.).
- Utilize confidential and personal information concerning students and staff for professional purposes only, and in accordance with District regulations.

Supports the Classroom Environment

- Interacts positively and appropriately with students and encourages positive student to student relationships.
- Encourages high expectations for learning and achieving.
- Upholds and reinforces school and classroom procedures and routines (i.e. management of instructional groups, transitions, recess/lunch supervision, etc.).
- Works with students in a fair and consistent manner.
- Sets clear expectations for student behavior and responds appropriately to student misbehavior.

Delivery of Instruction

- Substitute teaches in a teacher's absence, eligible for long term substitute roles as they become available.
- Communicates effectively with students during instruction (i.e. regarding directions, procedures, expectations and/or explanation of content).
- Uses appropriate questioning and discussion techniques with students and encourages student participation.
- Uses provided lesson plans and engages students in learning.
- Uses quick, formative assessments to gauge student understanding and provide timely feedback.
- Demonstrates ability to respond to student needs and adjust lessons if needed during instruction.

Professional Responsibilities

- Supervises students during arrival, lunch, recess, and dismissal.
- Communicates instructional and or behavioral concerns and progress to classroom teacher.
- Documents and maintains data regarding student progress.
- Participates in school/district activities.
- Maintains a positive relationship with all colleagues.
- Seeks additional training or support when needed.
- Accepts constructive support.
- Adheres to the school and district's policies, practices, and procedures.
- Punctual to school, meetings, and scheduled appointments.
- Organizes time well and functions in an efficient manner.
- Perform other duties as assigned.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and to reach with hands and arms, and occasionally required to stoop, kneel, or crouch. The employee is occasionally required to lift and/or move up to 20 pounds.

Reasonable accommodations may be made in order to enable individuals with disabilities to perform essential job functions.

RATE OF PAY:

The hourly rate or based on appropriate collective bargaining agreement.

TERMS OF EMPLOYMENT:

Ten-month hourly employee. A fingerprint-based criminal background check is required for hire and employment with the District contingent upon the results.

EVALUATION:

Performance of this job will be evaluated in accordance with applicable State and Local laws and board policies.