



# Keeneyville School District # 20

**Position:** Paraprofessional

**Role:** Paraprofessional is under the direct supervision of a General Education or Special Education Teacher, Building Administrators and Assistant Superintendent of Student Services.

**Reports to:** Building Principal in conjunction with the Assigned Teacher.

**Employment:** 179 days

**Qualifications:**

1. State Paraprofessional License from ISBE.
2. Current Teaching License, preferred; not required.
3. Awareness and ability to work with a group of students with varied disabilities rather than a single disability.
4. Ability to work collaboratively and problem solve.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. CPI certification or willingness to be trained.

**Duties and Responsibilities:**

1. Assist with classroom activities under the direction of the general education or special education teacher.
2. Work with individuals or small groups at the teacher's request to review, reinforce, enrich and/or expand skills and concepts presented.
3. Collaborate with the general education and special education teacher regarding children's progress, interest levels, or problem areas.
4. Assist with the behavior management system under the direction of the general education and special education teacher.
5. Assist with daily charting of progress on academic and behavioral charts relevant to students.
6. Utilize confidential and personal information concerning students and staff for professional purposes only, and in accordance with District regulations.
7. Participate in appropriate staff development programs.
8. Must be able to climb stairs and ambulate around all areas of building.
9. Assist with instructional modifications recommended by planning team.
10. Participate in multidisciplinary staffing if requested.
12. Provide support to students who require assistive technological needs for communication.
13. Provide individualized and small group instruction in special education and/or general education classroom. Be able to assist with data collection.
14. Perform supervision of lunch, and bus activities as assigned by the principal.
15. Other duties as assigned (i.e. attendance, parent phone calls, field trips, copying, grading papers).