

One-on-One Special Education Paraprofessional Job Description

LOCATION: Alexander Graham Bell Montessori School – Wheeling, IL

TERM: 10 Months - Student Attendance Days (non-union position)

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.

QUALIFICATION - EXPERIENCE - KNOWLEDGE:

Completion of 60 semester hours of college credit at a regionally accredited institution of higher education (evidence is an official transcript); *or* obtained an associate degree (or higher) at a regionally accredited institution of higher education (evidence is an official transcript); *or* a valid Illinois Professional Educator License

ESSENTIAL FUNCTIONS:

- Acts as a mandated reporter for the purpose of ensuring the safety of the students.
- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and meeting IEP goals.
- Administers tests, homework, make-up work, etc. for the purpose of supporting student needs in the classroom.
- Assists students (e.g. diapering, lifting, transitioning from desk to wheel chair etc....) for the purpose of attending to the student's personal hygiene and care needs.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, and a variety of health care professionals, and professional support personnel for the purpose of communicating progress or implementing IEP objectives.
- Escorts student (e.g. bathroom, classroom, community etc....) for the purpose of ensuring an efficient and safe arrival to and/or from a destination.
- Implements, under the supervision of assigned teacher, research-based interventions for the purpose of presenting and/or reinforcing learning concepts.
- Intervenes in potential conflicts utilizing appropriate physical and/or therapeutic approaches for the purpose of diffusing confrontations and minimizing disruptions.
- Maintains instructional materials and/or manual and electronic files/records for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.
- Monitors student's daily schedule and behavior plan for the purpose of maintaining a safe and positive learning environment.
- Provides, under the supervision of assigned teacher, instruction to the student in a variety of individual and group activities for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring the student's access to his/her least restrictive environment.
- Supervises individual and/or groups of students in a variety of settings (e.g. community field trips, hallways, bus loading areas, cafeteria, parking lots, classrooms, etc.) for the purpose of providing a safe and positive learning environment.
- Supervises and escorts the student during any and all emergency drills or during actual emergencies for the purpose of providing a safe learning environment.

- Prepares the learning environment to allow the student to participate in classroom activities.
- Attends any problem solving/IEP meeting and provides input as to the student's progress for the purpose of maintaining a whole student approach to his/her education.
- Collects data on the student's IEP goals for the purpose of maintaining accurate records and engaging in data-based decision making.

OTHER FUNCTIONS:

Participates in training for the purpose of providing or receiving information and updating skills and performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

RESPONSIBILITIES:

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; utilization of some resources from other work units is often required to perform the jobs functions. There is a continual opportunity to impact the organization's services.

SKILLS REQUIRED:

- Ability to demonstrate regular attendance and punctuality
- Ability to maintain a professional demeanor in all situations and must be able to withhold confidential information
- Ability to work well with all levels of internal management, staff, and students as well as parents/guardians
- Ability to respond to changing situations in the workplace and exhibit flexibility
- Ability to perform multiple tasks concurrently under varying deadlines and adapt to changing work priorities
- Ability to work effectively as part of a team and with frequent interruptions
- Ability to set work priorities, take initiative, and work efficiently under minimum supervision
- Ability to communicate clearly and concisely, both orally and in writing and the use of proper grammar and punctuation to write routine reports and correspondence
- Ability to operate standard office equipment including using pertinent job related software applications and preparing and maintaining accurate records
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and parents/guardians
- Ability to communicate with diverse groups
- Ability to operate standard office equipment including using pertinent software applications and preparing and maintaining accurate records
- The use of Cued Speech and American Sign Language (on the job training is available)

WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 15% walking, and 25% standing. This position requires the ability to lift 50 lbs. There will be an annual performance evaluation for this position.

FLSA STATUS: Non-Exempt

AGBMS is an Equal Opportunity Employer. It is the policy and practice of AGBMS to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. AGBMS ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.