

Central CUSD 301
Job Description

Job Title: Early Childhood Para-Professional

Reports To: Director of Student Services/Special Education, Early Childhood Coordinator, Principal, Assistant Principal, Classroom Teacher

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Prepared Date: Spring of 2015

Approved By: Superintendent

Function: Early Childhood Para-Professionals work closely with the classroom teacher. He/she shall demonstrate the ability to maintain the assigned work to the standards indicated within the areas of planning and preparation, classroom environment, instruction, professional responsibilities and other assigned duties.

Qualifications:

- High School Diploma or equivalent
- License from Illinois State Board of Education PA 097-0067
- Must pass State required physical exam and background checks

Responsibilities:

- Assist in creating support materials
- Create paraprofessional sub folder
- Observe and record data related to student interactions, initiatives, and academics, as directed by staff
- Check functioning of assistive equipment and report problems
- Assist students in hygiene and toileting needs (supervising washroom breaks, changing diapers, or clothing) as needed
- Supervise students at lunch and/or recess as directed
- Model, prompt, and reinforce appropriate social behaviors and self-management skills
- Assist in the follow-through of planned behavior interventions by providing reinforcement utilizing established program models or individual behavior plans
- Follow guidelines and procedures related to personal safety techniques and verbal de-escalation strategies and/or CPI and CPI training
- Escort students to various settings throughout the building as requested
- Assist teachers with maintaining inclusive, learner centered environments by assisting in activities to support learning under direction of classroom teacher
- Circulate, answer questions or provide assistance as requested to all learners in all settings
- Prompt students in utilizing previously learned strategies to solve problems and gather information
- Under the direction of the teacher, review lessons, reinforce instructional concepts, and provide appropriate accommodations
- Facilitate strategies for students to develop positive behaviors
- Monitor and assist students in using supportive equipment
- Establish a positive and appropriate rapport with students and staff
- Consult or meet with teacher or other professionals as scheduled or directed
- Engage in positive solution-finding steps to resolve areas of concern
- Seek advice, instruction and direction regarding new, unfamiliar, or complex tasks
- Refer questions from parents or community to the appropriate channels and maintain professional boundaries
- Maintain confidentiality by communicating student information to the appropriate people
- Be prompt and have regular attendance
- Abide by school district/building policies and rules in all areas
- Perform other duties as assigned