

## **JOB DESCRIPTION**

**TITLE:** Para Educator

**QUALIFICATIONS:**

1. High School Diploma or equivalent
2. 60 semester hours of college credit or pass the Praxis Exam
3. Letter of Approval from the Illinois State Board of Education License or Instructional Aide License from ISBE or Proof of enrollment in a State approved program leading to the Illinois State Board of Education Instructional Aide License
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
5. Preferred qualifications and experience with child in educational setting, sensitivity to the needs of children with special needs

**REPORTS TO:** Principal, Assistant Principal(s), and Teacher

**JOB GOAL:** To assist the teacher, achieve teaching objectives by working with individual students or small group to help them achieve the skill levels of the class as a whole.

### **PERFORMANCE RESPONSIBILITIES:**

1. Follow through on teacher strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests and abilities.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
4. Guides independent study, enrichment work and remedial work set up and assigned by the teacher.
5. Checks notebooks, corrects papers and supervises testing and makeup work, as assigned by the teacher.
6. Assists with such large group activities as drill work, reading aloud and story telling.
7. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
8. Relates information to the classroom teacher to any problem or special information about an individual student as determined by the special area teacher.
9. Maintains the same high level of ethical behavior and confidentiality of information about students and their families and other employs outside the school as expected of fully licensed teachers.
10. Participates in professional workshops, attend staff meetings and other recommended training programs.

11. Attends regular education classes, working as an inclusion assistant with students. Assists in modifying class work as needed for student to achieve success under the supervision of classroom teacher.
12. Treat all students and staff with dignity and respect.
13. Assists students with personal care needs, such as toileting and dressing as needed (if applicable).
14. Accompanies students assigned to art, music, P.E., library, computer lab and other special area classes as directed.
15. Assist in the supervision of outside playground activities when applicable.
16. Takes appropriate initiative.
17. Completes tasks on time.
18. Demonstrates flexibility.
19. Accepts criticism and suggestions.
20. Exhibits willingness to cooperate.
21. Has good attendance and is punctual.
22. Maintains an appropriate appearance.
23. Perform other duties as assigned.
24. Maintain professional attitudes, be sensitive to the feeling and needs of others, be able to relate to students and employees and be willing to fulfill responsibilities in accordance with the school's educational philosophy.

EVALUATION: Performance of this job will be evaluated by the administrator and/or supervisor

TERMS OF EMPLOYMENT: Salary and benefits to be established by the Board of Education.

Revision/1-13-2010