

Class Code: 0331  
Occ. Area: 02  
Work Area: 048  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 01/15/22

## **SPECIAL EDUCATION PARAPROFESSIONAL**

### Function of Job

Under general supervision of the classroom teacher, this position assists in the instruction of Special Education students by employing special skills as needed.

### Characteristic Duties and Responsibilities

A Special Education Paraprofessional typically:

1. assists in the instruction of Special Education students by utilizing sign language and/or interpreting skills, braille skills, and/or assisting them in their movements;
2. assists in preparing individualized instructional materials;
3. assists in the implementation of Individual Education Plans for students and monitoring their progress;
4. supervises and assists Special Education students in feeding, toileting, physical transfer, and other activities as required;
5. provides support for students inside and outside the classroom to enable them to fully participate in activities;
6. assists classroom teachers with maintaining student records;
7. performs other related duties as assigned.

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of a valid Paraprofessional Educator's License with Stipulations Endorsement as required by the Illinois State Board of Education.

2. As required by the position to be filled, additional education, training, and/or work experience in an area of specialization inherent to the position may be required in meeting the credential requirements listed in #1 above.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAS)**

1. Knowledge of principles, practices, and standards of teaching.
2. Knowledge of teaching strategies, assistive devices, and accommodations for students with a disability.
3. Knowledge of the key principles of childhood development.
4. Skill in active listening.
5. Skill in signing and interpreting.
6. Skill in Braille reading and writing.
7. Skill in working with individuals with disabilities.
8. Ability to learn and adapt to student's special medical, physical and emotional needs.
9. Ability to communicate clearly, concisely, and accurately, both verbally and in writing.
10. Ability to work independently with moderate supervision.
11. Ability to work collaboratively as a member of a team i.e. teachers, parents, guardians, social workers, therapists.
12. Ability to adapt to individual needs of teachers and students, and work with interruptions.