

Wolf Branch School District #113

410 Huntwood Road
Swansea, Illinois 62226

Phone (618) 277-2100

District Fax (618) 235-2376 Elementary Fax (618) 277-9786 Middle School Fax (618) 277-5461

Dr. Nicole Sanderson, Superintendent
Mrs. Jennifer Poirot, Elementary Principal

Mrs. Lisa Brentlinger, Director of Student Services
Mrs. Jamie Cox, Middle School Principal

Paraprofessional **JOB DESCRIPTION**

SUMMARY:

A. Paraprofessionals in the Wolf Branch School District #113 assist teachers in the performance of their responsibilities. Paraprofessionals may be assigned as classroom/program assistants in a variety of instructional programs or as individual care assistants.

B. Paraprofessionals at the Wolf Branch School District #113 often have a schedule that is a combination of various assignments throughout the day.

EDUCATION/EXPERIENCE:

High school Diploma

IL Paraprofessional License

CERTIFICATES AND LICENSES:

CPR, First Aid, and other IL State mandated trainings/certification required after hiring and must be maintained.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Must be able to lift, push or pull up to 35 pounds on a regular repetitive basis and over 65 pounds on an occasional basis.
- Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.
- Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.

ADDITIONAL SKILLS:

1. Well organized, maintains confidentiality, and attention to details
2. Knowledge of school environment
3. Knowledge of parliamentary procedure
4. Demonstrate experience and proficiency with technology
5. Have excellent relationships with administration, employees, students, parents, and the public

6. Maintain a positive attitude
7. Use sound judgment
8. Have excellent attendance and promptness
9. Highly dependable and trustworthy
10. Adaptable when necessary

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Regular and consistent attendance at work.
2. Demonstrate positive interpersonal relations with students.
3. Demonstrate familiarity with specific student needs per their IEP; serve as a liaison with general education teachers as assigned.
4. Work individually or with small groups under the direction of the certified teacher.
5. Support students' specific learning needs and/or requests for assistance with academic tasks.
6. Timely completion of service delivery data for Medicaid reimbursement.
7. Reinforce classroom/building rules as specified by the teacher/administration. This includes class and individualized behavior management plans.
8. Assist in the supervision of students.
9. Assist in maintaining the health and safety of all students.
10. Assist in crisis intervention activities when necessary.
11. Accompany students to other instructional areas as directed; including to and from the school bus.
12. Reinforce good personal and social habits.
13. Collect classroom data/information on student performance.
14. Help prepare teacher-made materials.
15. Perform clerical duties, including learning to operate any necessary technology.
16. Accompany and supervise students during off campus activities.
17. Provide supervision at assemblies and school-wide events.
18. Engage in professional development activities as directed by the supervisor.
19. Maintain confidentiality at all times with regards to students and student information.
20. Perform other duties as assigned by teacher or administrator.
21. Those with working lunches will be responsible for students throughout the day.

Additional Job Duties Required of Individual Care Assistants:

1. Assist in integration of students into general education classrooms.
2. Maximize the student's school experience.
3. Allow the student to function as independently as possible.
4. Assist students with mobility as necessary.
5. Assist with assistive technology and/or augmentative communication.
6. Assist with student's physical care, which may require:
 - a. Assisting with toileting
 - b. Assisting with positioning and repositioning in wheelchair
 - c. Assisting with feeding
 - d. Assisting when medical issues arise.
7. Complete the documentation for Medicaid reimbursement, if applicable.
8. Individual assistant assignments may be gender-specific depending on the individual needs of the student.
9. As time allows, or in the absence of an assigned student, the assistant will perform duties of benefit to the program as a whole, as directed by teacher or administrator.

TERMS OF EMPLOYMENT:

Paraprofessionals are in attendance when students are in attendance throughout the year.

FAIR LABOR STANDARDS ACT (FLSA) STATUS:

NON CERTIFIED: NON-EXEMPT

REPORTS TO:

Building Principal/ Director of Student Services

EVALUATION:

Evaluated annually by the building Principal/ Director of Student Services

INTERESTED PARTIES

Please submit the following information ASAP–Job will remain open until filled:

1. Cover letter noting current position, educational background and professional experience
2. Updated resume with IEIN number to verify certification
3. Updated list of 3-5 references (personal and professional)
4. *Transcripts only need to be submitted upon request.

Please submit information to:

Jamie Cox, Principal- jcox@wbsd113.org