

ATTACHMENT IX-C

ATTACHMENT IX-C:	Additional Paraprofessional Position
Suggested Motion:	Move to Approve the Addition of One Paraprofessional
Recommended Action:	Approve as presented.

An additional paraprofessional position is being recommended to cover student needs in compliance with an IEP. Mrs. Doetch, Director of Special Education, is recommending the position due to the need for a 1:1 paraprofessional to work with a student, in accordance to IEP accommodations and guidelines, at Poplar Grove Elementary. The student's medical needs require the assistant to be 1:1 with the student for the duration of the school day.

# North Boone

## Community Unit School District 200

### JOB DESCRIPTION - NON-CERTIFICATED

**Position/Title:** Special Education 1:1 Assistant (Full Time)

**Reports to:** Building Principal

**Work coordinated by:** Special Education Teachers and School Nurse

**Qualifications:**

60 hours of college coursework, or  
An approved teacher aide program, or  
A passing score on the ParaPro test, or  
Passing the relevant Work Keys tests to be considered Highly Qualified by the ISBE

**General Responsibilities:** Assists the special education and general education instructors in creating a positive learning environment to facilitate the personal, social, and intellectual development of assigned students.

**Duties:**

- Under the supervision of administration/health care officials, learns techniques for performing routine health services.
- Reviews, understands and implements assigned duties pertaining to the individualized healthcare plans.
- Understands the special education 1:1 assistant's role, which may include medical assessment, interpretation, or decision-making
- Helps students with daily living and functional skills as appropriate.
- Assists with clerical tasks associated with mandated and recommended student health records
- Alerts the classroom teacher and school nurse to relevant information about a student in a timely manner.
- Reports any illness, accident or injury to the school nurse and the principal immediately
- Understands and maintains student confidentiality
- Assists at times with additional responsibilities and assignments as needed by authorized staff
- Maintains appropriate training in AED, CPR and First Aid on a yearly basis
- Assist the teacher in classroom activities
- Follow plan written by teacher to instruct students
- Provide individual and small group instruction under the direction of the classroom teacher
- Prepare instructional materials as directed by the teacher
- Assist with IEP accommodations as needed
- Assist in securing, organizing, and using instructional materials and equipment
- Supervise students in school-related activities as directed by the teacher or Principal
- Attend staff development training or workshops as requested

Non-certified Job Description  
Special Education 1:1 Assistant  
Page Two

- Arrives on time and follows assigned duties until the end of the school day.
- Follows school, district, state and federal regulations and rules.
- Perform other duties as assigned

Terms of employment: 176 days

Evaluation: By the principal or his/her designee with input from appropriate certified staff.