



SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY
4812 W. PFEIFFER ROAD
BARTONVILLE, IL 61607

SERVE • EDUCATE • PREPARE

Special Education Paraprofessional/Job Coach

*2023-2024 School Year

Credentials:

Must have ISBE Paraprofessionals License

1. Accountability:
 1. Assists special education and/or regular education teacher(s) with classroom management and behavior management plans.
 2. Assists special education and/or regular education teacher(s) with instructional process.
 3. Prepare and/or produces usable materials under direction of the supervising teacher.
 4. Completes clerical duties.
 5. Assists with medical procedures and student health/hygiene matters, when required.
2. Professional Characteristics:
 1. Dresses neatly and in accordance with the building standards.
 2. Maintains appropriate interactions with teachers and all professional staff.
 3. Communicates effectively.
 4. Demonstrates enthusiasm and initiative.
 5. Upholds integrity and confidentiality of colleagues and students.
 6. Accepts constructive criticism.
 7. Follows directions of supervising teacher.
3. Performance Responsibilities:
 1. Maintains continuity of program by regular attendance and adherence to schedules.
 2. Uses time efficiently.
 3. Works in a cooperative manner to maintain effective collegial teams.