



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

SERVE • EDUCATE • PREPARE

Paraprofessional Substitute

Job Description:

Substitute Paraprofessionals are hired to assist classroom teachers for short or long-term periods of time in the absence of regular or long term paraprofessionals. They provide individualized attention to students and help them learn class material. In addition, they may perform non-academic duties such as monitoring students in the cafeteria, playground, or field trips. In some settings, paraprofessionals are called to care for the physical needs of the disabled students. This may include lifting the student in the bathroom or for floor activities. .

Duties of this position include but are not limited to:

1. Essential Duties:
 - a. Review lesson plans with the students and have an understanding of class materials.
 - b. Maintain discipline within the classroom.
 - c. Assisting in upholding and enforcing school rules and policies.
 - d. Assisting with audiovisual equipment.

2. Public Relations:
 - a. Communicate effectively with students and other staff in the room.
 - b. Cooperate with school personnel.

3. Reporting:
 - a. Report to the school office at the beginning and end of the school day. Please arrive on time according to your assigned school hours. Break periods may vary according to each classroom/location. Please follow the assigned schedule.

Required Qualifications: Substitute Paraprofessionals need to have flexible schedules that allow them to accept short or long-term assignments, often without much advance notice. A portion of the school day could be spent standing, walking, kneeling, or strenuous activities, such as lifting when working with disabled students. Must have appropriate licensure through the Illinois State Board of Education.