



Granite City Community Unit School District #9

Adam Garrett, Ed.D. | Executive Director of Human Resources

JOB DESCRIPTION

Position Title: Substitute Paraprofessional

Hours: As needed; up to 7.25 hours/day

Location: TBD

Reports to: Classroom Teacher and Building Principal

FLSA Class: Non-Exempt

Pay: <https://www.gcsd9.net/district/employment-1/employment-opportunities/substitutes>

Summary

This position is responsible for assisting the teacher in achieving objectives by working with the class, small groups, or individual students to help them achieve the skill levels of the class as a whole. The substitute will fill in on an as-needed basis to cover a teacher's or paraprofessional's absence.

Duties

1. Discuss assigned duties with classroom teacher(s) in order to coordinate instructional efforts.
2. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations as needed.
3. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
4. Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
5. Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
6. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
7. May work with/handle resistive students.
8. Assist students while loading and unloading from the transportation system as needed.
9. Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
10. Distribute tests and homework assignments, and collect them when they are completed.
11. Enforce administration policies and rules governing students.
12. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
13. Complete required reports in a timely manner.
14. Maintain a high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
15. Assist the classroom teacher in other tasks necessary in maintaining a professional and positive classroom environment.
16. Work with students with multiple physical, mental, and developmental disabilities.
17. Familiar with and uses adaptive equipment including communication equipment, wheelchairs, adaptive feeding tools, etc.
18. Assist students with self-care, hygiene, and feeding as necessary.
19. May be required to perform tasks that students are not able to do, i.e., taking notes, handling materials, holding books, etc.
20. Perform other paraprofessional duties as may be assigned by the classroom teacher, building principal, or Director of Special Education.

Qualifications

1. Must hold a valid IL paraprofessional license registered in Madison County, IL (ROE 41).
2. Must hold a high school Diploma or equivalent.
3. Complete CPI Restraint Training.
4. Must be at least 18 years of age.



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5. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators, and the general public.
6. Enforce school regulations and policies in a professional manner.
7. Ability to maintain good working relationships with fellow employees and pupils.
8. Must be able to lift and carry up to 50 lbs.
9. Must have the ability to push/pull up to 10 lbs.
10. Must be detail-oriented.

Scheduling

The work hours and schedule are on an as-needed basis to cover a paraprofessional's absence.

Terms of Employment: As-needed.

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