

Position: Paraprofessional
Department: Lower School
Reports to: Lower School Head
Status: 2026-27 School year (08/17/26-06/04/27) 8:05 a.m. – 3:05 p.m.



The statements in this job description are intended to represent the key duties, essential nature, and level of work being performed. They are not intended to reflect all responsibilities or qualifications of the job.

Position Summary

This position serves as dedicated, individualized support to a student, ensuring safe and effective participation in all aspects of the school day. Paraprofessional supports transitions, mobility, and personal care needs while promoting independence and inclusion across academic and non-academic settings. In addition to direct student support, the role may include assisting with broader classroom and school responsibilities as needed. This position requires strong interpersonal and communication skills, attentiveness to student safety, and the ability to respond flexibly to changing needs throughout the day. Maintaining a calm demeanor, reliability, and a high level of professionalism is essential in this role.

Responsibilities

Transitional & Mobility Support:

- Assist the student with transitions between classrooms and school spaces to ensure safety and timely arrival.
- Provide physical support as needed, including navigating stairs, elevator usage, opening heavy doors, and assisting with the use or transport of mobility devices (e.g., walker, forearm crutches).

Personal Care Support:

- Assist the student with managing personal items such as backpack, lunch, and water bottle.
- Support the student with changing shoes or clothing as needed.
- Provide additional assistance based on the student's level of independence and evolving needs.

Supervision:

- Actively monitor and support the student during non-academic times, including lunch, recess, and transitions throughout the school day.

Additional Responsibilities:

- When the assigned student does not require direct support, assist with other classroom or school-related duties as directed by the classroom teacher or administration.
- Perform other duties as assigned to support the overall needs of the classroom and school community.

Common Work Settings:

- Classrooms and hallways
- Playground and lunchroom
- Other indoor and outdoor school spaces

Qualifications

- Illinois Paraprofessional Educator license is required.
- If you hold an Illinois Substitute License and a bachelor's degree, you are qualified.
- Willingness to participate in training and professional development to support the student's specific needs.
- Patience, empathy, and a strong commitment to inclusion.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with teachers, specialists, and staff.
- Reliability and attentiveness to student safety.
- Ability to stand and move for extended periods throughout the day.
- Ability to lift materials and occasionally assist or support a child with mobility needs.
- Firm belief in personal accountability, producing measurable outcomes, and sustaining high expectations

Salary/Benefits

- Benefits eligible position offered at \$20/hour
- Benefits offered: Health Insurance, Dental Insurance, Vision Insurance, Retirement match, Short Term/Long Term Disability, Employee sponsored Life Insurance, Employee Assistance Program.
- Professional development opportunities.

Interested candidates should submit a cover letter, resume and three professional references to humanresources@averycoonley.org.

OR apply through the link:

<https://recruiting.paylocity.com/recruiting/jobs/All/482ade98-bbf0-4df8-9920-a422c631b67e/AVERY-COONLEY-SCHOOL>

About The Avery Coonley School

Located in the western suburbs of Chicago and serving 337 children from 40 communities in grades PreK to 8, The Avery Coonley School (ACS) welcomes highly motivated, high-ability learners who eagerly seek new challenges. Gifted and high-achieving students flourish in a unique and collaborative culture where the drive to learn transcends all other differences. Founded in 1906, ACS enjoys a storied place in the history of gifted and progressive education for younger students in Chicago and across the nation. Learning spaces brim with energy, project-based learning, and individual exploration. On the historic 13-acre campus, which is adjacent to a forest preserve, members of the Avery Coonley community thrive in a learning environment that allows for flexibility, creativity, and innovation.

Job Desc. – Paraprofessional Last Revision Date: 04/2026