**BARTLETT LEARNING CENTER**

**JOB DESCRIPTION**

**1 : 1 PARAPROFESSIONAL**

In the spirit of the philosophy and mission of Bartlett Learning Center, Inc. the 1:1 Paraprofessional assigned by the Principal, works under the immediate supervision of the classroom teacher to assist an assigned student to meet their educational goals.

**QUALIFICATIONS**

According to guidelines set by the Illinois State Board of Education, the Paraprofessional must:

1. Be a high school graduate and be 20 years of age
2. Have a preference for at least minimum experience working with developmentally disabled children
3. While performing the duties of this job, the employee is frequently required to sit, walk or stand. The employee may be required to offer physical assistance to the students (lifting and positioning) employee may also be required to restrain a child.
4. Hold an Illinois State Board of Education Paraprofessional Certificate
5. Pass a pre-employment physical and be free of communicable diseases including tuberculosis
6. Be free of any criminal record as determined by the Illinois State Police

**RESPONSIBILITIES**

The 1:1 Paraprofessional will:

1. Become thoroughly acquainted with the philosophy and objectives of the educational program and the individualized educational plans of each student in his/her care
2. Be responsible for all information contained in the Handbook of Policies
3. Know the nature of the disabilities of the student in his/her care and consult regularly with the teacher on how best to aid the child in learning, behavior and social interaction
4. Follow the directives of the teacher to creatively and competently review skills at the learning/functional level of the student to foster growth and independence
5. Respect the student’s pace of learning and encourage him/her with patience and persistence
6. Be consistent in guiding the student in all aspects of learning
7. Perform appropriate tasks requested by the classroom teacher and/or principal
8. Participate in discussion of student’s progress as requested by the classroom teacher and/or principal at district staffings and annual reviews
9. Participate in department meetings, faculty meetings, and other all-school activities which foster professional growth as well as student development
10. Help foster a climate of wholesome interpersonal relationships among the staff, the children and their parents

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Approved by BLC, Inc. Board of Directors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_