



**Position:** Paraprofessional

**Location:** Black Hawk Area Education Center

**Supervisor:** Black Hawk Area Education Center Principal

**Type of Employment:** Full Time - 180-Day Contract

**Job Qualifications:** High School Diploma or Equivalent & Paraprofessional License through Illinois State Board of Education

**Salary:** \$ 18.25 per hour ([BHASED CBA with Salary Range and Benefits](#)); Comprehensive benefits package including health, dental, and vision insurance. IMRF Pension.

**Responsibilities:**

- Assist teacher with lessons and daily classroom activities
- Assist teacher with goal and peak work for documentation of child's skills, achievements and progress
- Supervise other situations, such as safety and security processes, recess, field trip, bus, lunch, and free-time activities during the school day, as appropriate
- Care for the student's emotional health and safety, affirming their abilities and striving to promote confidence and independence in their daily lives
- Carry good judgment when dealing with behaviors and problem solving
- Support a safe, positive teaching and learning environment
- Support the development of physical, intellectual, social, emotional and behavioral needs
- Establish positive and productive relationships with teachers, students, families, and staff
- Practice ethical and professional standards of conduct on an ongoing basis
- Assists with other duties and assume other responsibilities as may be assigned
- This is NOT a supervisory position and DOES NOT include evaluation of colleagues.



**Qualifications:**

- High School Diploma or equivalent
- Paraprofessional License with the Illinois State Board of Education
- Strong communication, organizational, and interpersonal skills.
- Ability to work collaboratively with a diverse group of stakeholders, including students, parents/guardians, teachers, staff, administration, and community members.

**Physical Demands:**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. While performing the duties of this job, the employee will be required to stand, walk throughout the classroom and building on a regular basis, sit, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.