



**NAME:**

**Date:** October 16, 2024

\*The basic terms and conditions of employment are defined in this Job Description Acknowledgement, the Job Description and ALCA's Staff Member Handbook (the "Handbook".) ALCA's policies, procedures and rules may be introduced and/or amended from time to time.

Our company adheres to a policy of Employment-at-will which allows either party to terminate the employment relationship at any time, for any reason, with or without cause or notice.

**TITLE:** Instructional Assistant- Paraprofessional (PEL)

**CLASSIFICATION:** Professional

**CFR:** Program

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Classroom Teacher

**WORKS WITH:** ALCA Staff and Students

**PURPOSE:** The Instructional Assistant is a hands-on position within the classroom that provides instructional opportunities to the students in a variety of individual and group settings under the direct supervision of the classroom teacher. This role is responsible for daily implementation and data collection of student IEPs.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work directly with students in a variety of teaching environments (one-on-one, small group, large group) as assigned by supervising teacher.
- Implements student's IEPs; including plans/protocols, goals, and programs.
- Collects data on student's IEPs; including plans/protocols, goals, programs, and behavior data.
- Transfer daily data into student-specific binders.
- Record anecdotal information through daily home logs and daily notes.
- Collaborate with members of the student's IEP team (e.g. Teacher, Program Manager, ST, OT, MT, Vocation, BCBA, PCM Instructors) regarding student performance and IEP progress.
- Create and maintain student-specific and general classroom materials.
- Maintain organization and cleanliness of classroom and other school environments.
- Participate in before and after school meetings; including classroom late nights, student-specific implementations, weekly PCM practice, and team meetings.
- Complete and submit incident reports within 24 hours of an incident, when needed.
- Implement personal safety and crisis intervention procedures, as needed.
- Must follow dress code and wear ALCA issued protective equipment during student hours.
- Maintain student, parent, organization, and staff confidentiality.
- Adhere to regular, consistent, and punctual attendance.
- Other duties as assigned.



## **EDUCATION/KNOWLEDGE REQUIREMENTS:**

- Paraprofessional Certification from ISBE or Illinois State Board of Education Substitute Teacher Certification (Type 39) and above

## **SKILL REQUIREMENTS:**

- Detail oriented
- Ability to quickly problem solve and multi-task in a fast-paced work environment
- Ability to be CPR/First Aid Certified and maintain certifications
- Complete and maintain PCM Certification through initial certification class and annual re-certification classes
- Effectively communicate within a collaborative, team environment
- Maintain professionalism in the work place with students, supervisors, co-workers, community members, and families
- Ability to remain calm in challenging situations
- Willingness to learn with a solution-focused mindset
- Respond appropriately to feedback and maintain or improve performance accordingly

**EXPECTATIONS:** Desire to work with individuals with Autism Spectrum Disorder and other disabilities. Exhibit professional conduct with school colleagues, students, parents, school districts, and the community-at-large in accordance with ALCA policies, procedures and work rules. Contribute to team effort by accomplishing related results as needed. Update job knowledge by participating in educational opportunities; reading technical publications, and attending In-Services. Follow company organizational chart and seek proper chain of command for questions and/or concerns. Maintain employee confidence by keeping all employee, organization and student information confidential.

## **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to use hands, lift, talk, hear, stand, sit, stoop, kneel crouch, or crawl. The employee is also frequently required to walk, run, reach with hands and arms, climb and/or balance; along with the following requirements:

- Able to move or position students or materials of up to 100 lbs
- Able to stoop, crouch and kneel for long periods of time (greater than 20 minutes)
- Able to use PCM procedures and protocols on a daily basis
- Must be able to work both indoors and outdoors in all weather conditions
- Must be able to work with physically aggressive students and anticipate/prevent/reduce injuries
- Participate in strenuous physical activity for a minimum of 20 continuous minutes

**OSHA ACT:** This position is required to handle human body fluids, biological agents, cleaning chemicals, and/or be exposed to hazardous materials and/or noise levels.



**ADA:** The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

*This job description will be reviewed periodically as duties and responsibilities change with organization necessity. Essential and additional job duties and functions are subject to modification.*

## **EEO/AA**

\*Employee is expected to perform all duties which may be required of Employee in this role and as set out in the attached Job Description. Employee must comply with all reasonable directions given to employee and observe all of the policies, procedures and rules of ALCA as may be introduced and/or amended from time to time. ALCA may, at its discretion, require employee to perform additional or other duties, whether skilled or unskilled, not within the scope of employee's normal duties and may, at its discretion amend the Job Description at any time. Employee is also required to follow all rules, policies and procedures as needed to maintain compliance with ISBE.

## **Normal Working Hours**

### **Scheduled Working Hours**

- Regular School year  
Monday through Friday  
8:15am-4:00pm (Late day until 4:30pm)  
Thursday 8:00am Start
- Summer Schedule  
TBD

### **Special Employment Considerations**

None

ALCA reserves the right, if it reasonable required increase/reduce and/or otherwise vary/alter employee's working hours or time of work. Each work day is to include one 30-minute lunch which is the employee's responsibility to schedule. Lunch may not be taken in lieu of schedule changes. Employees are expected and required to work the hours that are scheduled; any variation must be approved in advance (no exceptions) in accordance with ALCA's overtime policy. We look forward to our continued growth at ALCA with you as a part of our team.

Signed by ALCA: \_\_\_\_\_

Margaret Hartley, PHR  
Human Resources Director

Signed by Employee: \_\_\_\_\_

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