

SPEED JOB DESCRIPTION

Job Title

Health Aide Paraprofessional

Supervisor

Program Principal

Position Guide

Educational Support Staff – Non Exempt

Salary Range

In compliance with SEA Bargaining Agreement

Qualifications

- Illinois Paraprofessional License – ELS (PARA)
- Certified Nurse Assistant License (CNA)
- Experience in a public school setting/classroom based setting.
- Experience with individuals with disabilities.
- Experience with families and family education.
- Participation in continuous professional growth
- Commitment to the transdisciplinary team process

Essential Duties

1. Complete all necessary and required paperwork, Nursing and clerical skills required.
2. Assist in coordinating and facilitating the medical/health management issues in cooperation with team members for children and families.
3. Assist nursing staff in their daily duties.
4. First aid to students
5. Ability to physically manage students with assistance, when needed.
6. Ability to relate to work with students with special needs who may present a variety of disabilities.

Job Responsibilities

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
3. Other duties may be assigned.

Skills/Competencies

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 180 Days
- Collective Bargaining Position

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board and the SPEED Collective Bargaining Agreement.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date