Example of Paraprofessional Job Description

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Our company is looking to fill the role of paraprofessional. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for paraprofessional

- Attend school daily, with the exceptions of school-related holidays and vacations (as noted in the annual school calendar)
- Work collaboratively with various engagement team members providing administrative support including correspondence, filing, telephone assistance, booking travel, arranging meetings and catering, billing, time and expense reporting, filing, coordinating and booking training, Continuing Professional Education and independence compliance, and developing presentations
- Provide assistance with electronic files and organization of same
- Interact and liaise with client personnel at various levels
- Developing a strong relationship with the student in order to support their overall development
- Toileting or changing diapers
- Prepare payroll and remit payroll taxes
- Using Industrial equipment for creating products
- Assembly of samples for industry partners for prototyping
- Track and correspond with outside service providers engaged to prepare certain tax returns and governmental filings

Qualifications for paraprofessional

- Comfortable working with students with disabilities
- Comfortable working with Students that have Emotional and Behavioral

- Belief in the Roxbury Prep mission and educational model
- Associate's degree OR 60 hours college coursework completed OR score of 460 or higher on the ParaPro test OR passing scores on three sections of the WorkKeys test (required)
- Illinois Paraprofessional license (preferred)