

Evergreen Park Elementary School District 124
Evergreen Park, Illinois

Job Description

Title: Paraprofessional

Qualifications:

- Experience working with children and youth preferred
- Bilingual preferred but not required

Endorsements:

- Paraprofessional certification registered with ISBE and Region 07 required

Reports To: Building Administration

Performance Responsibilities:

- Ability to work effectively in a team environment providing responsive instructional and behavioral support to assigned student(s)
- Knowledge of positive behavior and intervention strategies to motivate students
- Ability to effectively communicate with teachers, parents and administration
- Assist student(s) with classroom activities under the direction of certified teacher
- Assists with instructional modifications recommended by planning team
- Checks notebooks, corrects papers and supervises testing and make-up work relevant to assigned student(s)
- Assist with reading and math interventions
- Participates in appropriate staff development programs
- Assists teacher in duties related to the supervision of lunchroom, playground and bus activities
- Assists with the behavioral management system under the direction of the teacher
- Assists with daily charting of academic and behavioral progress
- Assist student(s) with dressing, undressing, feeding, toileting and health needs as necessary
- Performs any other duties as assigned by supervisor/designee
- Other duties as assigned.

Terms of Employment:

Salary and work year established in accordance with the current negotiated contract.

Evaluation:

Principal/Assistant Principal

February 25, 2019