



Community Consolidated Schools District 168

21899 S. Torrence Ave. · Sauk Village, IL 60411-4497 · 708-758-1610 · FAX 708-758-5929

TITLE: PARAPROFESSIONAL (Non-Certified)

Job Focus: To assist the teacher with the management of the classroom, by providing aide with the instructional program.

Line of Supervision: Responsible to and evaluated by the building Principal.

Duties and Responsibilities:

1. Assists the teacher with record keeping duties.
2. Assists the teacher with the management of the instructional program, but only as prescribed by the teacher, and only under the direct supervision of the teacher.
3. Assists the teacher with the management of the non instructional functions of a classroom. This deals with such duties as recess, toilet recess, clothing, lunch, and other such routines.
4. Personal care as needed.
5. Translating material as needed based on the assignment.
6. At the direction of the teacher, assists with record keeping, administering standardized test giving, student paper correction, student notebook, homework or makeup work, etc.
7. Performs such other duties as the teacher may request, so long as they are within the legal scope of this position.
8. Serves as a chaperone on school-sponsored field trips as needed.
9. Ensure the safety of all students while on school property.
10. Guards the confidentiality of all district information. Breach of this trust shall be grounds for dismissal.
11. Performs all other duties as requested by the principal within the scope of this job description.

Minimum Qualifications:

1. A valid certificate issued by the Illinois State Board of Education.
2. An Associate Degree or 60 hour approved college program or passed the Paraprofessional Assessment for proper approval.
3. Proficient speaking and writing in the language of the bilingual assignment if needed.

Salary:

Commensurate with experience.

TERMS OF EMPLOYMENT: 181 days per year. Salary and other benefits in accordance with the Sauk Village Classified Staff Collective Bargaining Agreement.

Ref: JOB.PARA - Non-Certified

Note: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Revised: 3/2025