



GLENBROOK HIGH SCHOOL DISTRICT 225
3801 W LAKE AVENUE
GLENVIEW, IL 60026

Instructional Assistant - Supervision Job Description

Department:	Supervision
Location:	GBS/GBN
FLSA Status:	Non-Exempt
Retirement System:	Illinois Municipal Retirement Fund (IMRF)
Term:	186.5 Work Calendar
Unit Classification:	Instructional Assistants
Wage Classification:	Category 1 - Supervision
Supervisor:	Instructional Assistant Manager and Instructional Supervisor

Position Summary

The Instructional Assistant - Supervision provides supervision and support in a variety of settings based on assignment. In addition, they provide efficient and courteous service to students, faculty, and staff using the various spaces in the buildings. The individual is familiar with school policy and procedures as well as departmental goals. The instructional assistant will maintain and encourage a consistent, positive atmosphere that supports a cooperative and efficient work environment while keeping the needs of the students, faculty, and staff a priority.

Education and/or Experience and Qualifications

1. State Paraprofessional License (60 or more college credit hours or pass the Paraprofessional test to apply for a license) OR Substitute Teacher License.
2. Experience in an educational environment is preferred.
3. The Pool position requires Lifeguard and Water Safety certifications (WSIC).

Essential Functions

1. Ensure a safe and productive environment for students and staff while maintaining efficient operation of these facilities.
2. Support the administration and staff in the efficient operation of daily tasks within each supervised area.
3. Supervise students and maintain order within designated areas, including but not limited to the Library, Deans' Office, Test Center, Pool, and Fitness Center.
4. Provide consistent supervision of students in a fast-paced setting - supervise and reinforce behavior expectations to provide for an optimum learning environment.

5. Assist students with inquiries and direct them to appropriate resources or personnel as needed.
6. Knowledge of the techniques and procedures used in working with the targeted student population.
7. Collaborate with teachers, administrators, and other staff to support students' needs and concerns.
8. Maintain cleanliness and organization of supervised areas.
9. Perform additional duties as assigned by the supervisor.

District, School, and Department Culture

1. Models mutual respect; integrity; professionalism; multicultural awareness; gender, racial, and ethnic equity; and the values, beliefs, and attitudes that inspire others to perform to their highest potential.
2. Recognizes and respects divergent opinions and respects the role of others.
3. Communicates and promotes high expectations for all work performed.
4. Carries out all responsibilities and functions in a professional and ethical manner.

Skills Required

To perform this job successfully, an individual must demonstrate satisfactory performance in each essential duty. The requirements listed below represent the skills and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Possess highly developed interpersonal, organizational, and problem-solving skills to make sound and proactive decisions with little or no direction.
2. Ability to be sensitive and confidential in the management of parents, students, and teachers' needs and issues, displaying diplomacy and tact in all interactions
3. Ability to maintain and grow current job skills as directed.
4. Possess working knowledge in word processing, spreadsheets, database entry, and Google applications.
5. Ability to perform essential duties with an awareness of school district and Board 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.

1. While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and listen.
2. The employee is frequently required to stand, walk, operate office and computer equipment, reach with hands and arms, and frequently repeat actions with the same hand, arm, or finger motion, such as when entering data at a computer.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus. In addition, the ability to withstand the long-term use of computer monitors is required.

4. Standing and walking intermittently up to 4 hours per day.
5. Lift up to 25 pounds from ground to shoulder height.
6. Lower up to 25 pounds from above shoulders to the ground.
7. Push and pull up to 50 pounds up to 10 times a day.

Work Environment

The work environment may vary in noise level and be fast-paced with frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Retirement System

This position has been determined as an IMRF-qualified position. Participation in IMRF is not optional for employees in positions that meet IMRF qualification standards.

Member and employer contributions are a legal requirement for governmental units participating in IMRF. These contributions are calculated as a percentage of monthly wages. Member contributions are a condition of employment for covered employees and will be deducted when wages are paid.

For more information on IMRF membership and benefits, go to:

<https://www.imrf.org/new-member>