

School District 23  
Prospect Heights, IL

JOB DESCRIPTION

**PROGRAM ASSISTANT**

**QUALIFICATIONS:** Must have a valid Illinois State Board of Education ELS (PARA), SUB, or PEL License

**REQUIREMENTS:** Must be able to lift up to 50 pounds

**CATEGORY:** Classified

**REPORT TO:** Teacher and Principal

**JOB GOAL** To help provide a well organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

**PERFORMANCE**

- RESPONSIBILITIES:**
1. Under supervision of certified teacher, prepares for classroom activities.
  2. Works with small groups of students to reinforce material initially introduced by the teacher.
  3. Assists individual children in need of special attention, including self-care skills and toilet training.
  4. Performs clerical duties.
  5. Guides independent study, enrichment work, and remedial work set up by the teacher.
  6. Assists teacher with non-instructional classroom duties.
  7. Checks notebooks, corrects papers, and supervises testing and make-up work.
  8. Assists in drill work.
  9. Participates in inservice training programs when applicable.
  10. Accompanies students on field trips when they go with mainstream classes.
  11. Participates in open house and parent-teacher conferences when requested.
  12. Provides direct instruction to students under the direction of certified teachers and related services staff.
  13. Performs such other duties that may be assigned.
  14. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception. The noise level in the work environment is usually moderate.

**TERMS OF**

**EMPLOYMENT:** Ten (10) months. Salary and work year to be established by the Board of Education through negotiations. Assignment may vary based on student/building needs.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with ESP procedures that are provided in the negotiated contract.