

**Elementary School District 159  
Job Description**

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**TITLE: Pre-K Instructional Assistant**

**DEPARTMENT: Student Services**

**EFFECTIVE DATE: Immediately**

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**POSITION SUMMARY**

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The individual will assist in the planning and implementation of activities and related instruction designed to assist students in a blended preschool classroom (including special education) environment under the direction of the certified teacher. The individual will support assigned activities across the curriculum in order to remediate and/or accelerate learning for identified students within both individual and small-group settings.

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**ORGANIZATIONAL RELATIONSHIPS**

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**Reports to:** General Education Teacher, Building Principal, Preschool Coordinator, Director of Special Education

**Supervises:** Preschool Instructional Assistant Supervises under the guidance of the General Education/Special Education Teacher: Students

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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- Be responsible to and work under the guidance of the preschool teacher
- Have an equity mindset while supporting the needs of all students in your classroom
- Prepare and organize classroom instructional materials daily
- Assist the teacher in the maintenance of a welcoming classroom environment (clean spaces, modeling positive behavior and attitude for students, supporting the implementation of classroom routines (schedule)
- Establishes and maintains standards of student behavior to achieve an effective learning atmosphere.
- Supports teachers in the district-approved curriculum to meet the individual needs of students
- Assists with the implementation of lesson plans, instruction, and assessment(s)(checklist, anecdotal note-taking) under the supervision of certified staff.
- Be available to students and parents for education-related purposes outside the instructional day.
- Assist with bus loading and unloading.
- Supervise children for their health and safety, including toileting and diapering.
- Lift and/or carry children for positioning, toileting and diapering.
- Participate in department, district and state in-service training programs as they complement the curriculum or other program components.
- Provide individualized and small group instruction to adapt the curriculum to the needs of students under the direction of the certified teacher.
- Work collaboratively within the special and regular education team at the building and district levels.
- Maintain an open line of communication between parents/teachers/district administrators

- Ability to perform duties with awareness of all district requirements and Board of Education policies

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## **QUALIFICATIONS**

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The qualifications listed below are representative of the knowledge, skill and/or ability 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.

- Ability to establish and maintain effective relationships with students, peers and parents
- Skills in oral and written communication in both English and Spanish
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Maintain open line of communication between parents/teachers/district

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## **EDUCATION AND EXPERIENCE**

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- Valid ISBE Paraprofessional Certification
- Work experience with special education and/or at-risk student population

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## **WORK ENVIRONMENT AND CONDITIONS**

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Work environment characteristics and 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.

- Frequently required to stand and talk or hear and sometimes walk and sit.
- The employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts.
- The employee is directly responsible for the safety, well-being or work output of other people.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
- Noise level is moderate to loud.
- Duties are performed indoors and occasionally outdoors.

## **TERM OF EMPLOYMENT:**

10 month position

Union based (Collective Bargaining Agreement)

Salary and benefits will be consistent with the current Support Staff Association Contractual Agreement that is posted on the district's website at [www.dist159.com](http://www.dist159.com).

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

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Elementary School District 159 is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.