JOB DESCRIPTION

TITLE: Preschool Instructional Assistant Job Description

REPORTS TO: Building Principal/Designated Administrator

POSITION GOAL: To support instructional personnel in the attainment and understanding of the teaching objectives by working with individual students or small groups.

QUALIFICATIONS:

- Valid Illinois PEL Paraprofessional License and registered in Region 06
- Previous work with children is preferable
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL QUALIFICATIONS:

- Certificate of good health signed by a licensed physician
- Able to utilize resources from a variety of computer programs and other work units
- Must be able to communicate verbally and through email
- Bending, carrying, climbing must be able to travel between job sites, lifting, pushing, pulling, reaching, sitting, standing, and walking. Must be able to occasionally lift, move, or push items of 50 lbs. such as assisting children or moving/rearranging furniture
- Generally, requires 25% sitting, 25% walking, and 50% standing

PERFORMANCE RESPONSIBILITIES:

- Administers, scores and records such achievement and diagnostic tests as the teacher recommends for individual students
- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher
- Assist students with technology and/or instructional materials assigned by the teacher
- Guides independent study, enrichment work and remedial work that is set up and assigned by the teacher
- Assist teacher with classroom learning displays
- Assist with large group activities such as, drill work, reading aloud and storytelling
- Reads to students, listens to students read and participates in other forms of oral communication with students
- Assist students in the media center and with classroom technology as needed
- Assist in adaptation of materials, activities and tests to meet individual student needs within the classroom setting
- Assist students with personal needs

- Informs the classroom teacher to any problem or special information about an individual student or students
- Maintains a high level of ethical behavior and confidentiality of information about students
- Participates in professional development as assigned
- Assumes responsibility for other duties as may be assigned.

WORK SCHEDULE: 180 Work Days

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel

INSTRUCTIONAL ASSISTANT SALARY PLACEMENT SCHEDULE				
Years of Experience				
Position	**Paraprofessional FY27**	**Bachelor's Degree FY27**		
1	$31,363	$32,533		
2	$31,953	$33,146		
3	$32,852	$34,081		
4	$33,777	$35,043		
5	$34,731	$36,035		

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