

OAK GROVE SCHOOL DISTRICT 68
JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

JOB TITLE:	Paraprofessional
Reports to:	Director of Student Services
Salary:	Starting at \$23,111.55 annually
Bargaining Unit:	<u>OGEA Collective Bargaining Agreement</u>
Evaluation:	In accordance with the Collective Bargaining Agreement

OVERVIEW OF THE POSITION

The paraprofessional is responsible for providing assistance to instructional programs by assisting the teacher in achieving educational objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole. The paraprofessional assists the teacher in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Executes instructional activities with individual students or small groups of students following teacher direction and demonstration. Provides assistance to students during special classes (art, music, etc.)
2. Assists students in special education and general education classes. Assists in preparation of materials for class, classroom activities, assignments, location of supplementary materials from school library and other resources areas.
3. Implements behavior management programs designed by teachers and/or school psychologist. Counts and records specific student behaviors; administers procedures in the positive behavior support plan.
4. Monitors student use of instructional equipment. Provides general maintenance of equipment including cleaning and disinfecting.
5. Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher
6. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected in the classroom teachers
7. Ability to establish and maintain productive working relationships with staff, business associates, and general community
8. Ability to work on multiple tasks and prioritize appropriately
9. Ability to recognize areas of concern relating to student issues and propose or recommend appropriate solutions to problems
10. Ability to communicate effectively
11. Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work
12. Performs other related duties assigned by the Principal

REQUIREMENTS

All candidates must possess a valid Illinois Paraprofessional Educator License, registered in Lake County