

Maywood-Melrose Park-Broadview School District 89

Instructional Assistant - Paraprofessional

THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES

Qualifications:

- Valid Paraprofessional license approved by the Illinois State Board of Education indicating you are State Approved Paraprofessional and Associates Degree of higher or 60 semester hours of coursework
- Or a Short-Term Approval for Paraprofessional Educator
- Demonstrate basic skills with computers, photocopiers, and fax machines;
- Demonstrate acceptable skill level in reading, writing, and mathematics;
- Such alternatives as the Board of Education may find appropriate and acceptable.

Reports To:

Classroom Teacher/School Principal or Assistant Principal

Location:

District 89 Elementary School TBD

Terms of Employment:

Salary, benefits, and hours per SEIU Contract

Job Goal:

Works cooperatively with the classroom teacher to provide a well-organized, smooth functioning classroom environment allowing students to take full advantage of the instructional programs and available resources.

Duties and Responsibilities:

- Acknowledges and exhibits an attitude of respect and courtesy to students, parents, colleagues and administrators;
- Assists students with dressing, undressing, changing diapers, feeding, toileting and health needs as necessary;
- Understands and enforces classroom rules and consequences;
- Accepts the authority of the classroom teacher;
- Communicates well with the classroom teacher and grade level team members;
- Keeps students on task and focused;
- Assists in the organization of all classroom activities;
- Assists in with classroom behavior and management;
- Duplicates material for instruction as required by the classroom teacher;
- Corrects student work when requested;
- Assists with students academic & functional needs as required by teacher or administration
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and abilities;
- Assists students individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by the teacher;
- Guides independent study, enrichment work and remedial work set up by the teacher;
- Monitors and assists pupils in physical education class, music class, library, computer lab, breakfast and lunch programs, on the playground and as students enter and leave the classroom for any other reason;
- Assists with supervision of students during emergency drills, assemblies, play periods and field trips;
- Reads to students, listens to students read, and participates in other forms of oral

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communication with students;

- Alerts the classroom teacher to any problem which threatens a students' safety or well-being;
- Operates and cares for equipment used in the classroom for instructional purposes;
- Participates in in-service training programs as assigned;
- Maintains the confidentiality of student records, student information and other school business in accordance with federal, state and local laws as well as the policy of the District;
- Work in partnership with other departments to complete tasks relevant to the operations essential to service our students, faculty and staff;
- Perform such other duties and assume such other responsibilities as may be assigned Principal/Assistant Principal.

Essential Functions:

- Ability to speak and write in a clear and concise manner
- Ability to listen and understand information and ideas presented through spoken and written words by the classroom teacher;
- Ability to organize and maintain acceptable files as requested;
- Ability to work Independently and as a team;
- Ability to meet daily attendance requirements

Evaluation:

- Performance of this position will be evaluated by the Principal/Assistant Principal in accordance with the Board's Policy on "Evaluation of Educational Support Personnel" and the "Service Employees International Union" (SEIU) Contract.