



## North Chicago Community Unit School District #187 Position Description

**POSITION TITLE:** Paraprofessional

**LOCATION:** Any location

**REPORTS TO:** Principal/Director

**PRIMARY FUNCTION:** The primary role of a paraprofessional is to provide instructional support and non-instructional services to students who may require individualized support to reach their full potential.

### **QUALIFICATIONS:**

#### **1. Licensure**

- a. **Required:** Illinois Paraprofessional Educator License (PreK – Age 21) or Short Term Paraprofessional Approval
- b. **Preferred:** Spanish for a Bilingual Paraprofessional

#### **2. Education:**

- a. **Required:** High school diploma or equivalent.
- b. **Preferred:** Must have completed 60 hours of college credit at a regionally accredited institution of higher education, or obtained an associate's degree (or higher) at a regionally accredited institution of higher education, or pass the proficiency tests through ISBE to be eligible for the Illinois Paraprofessional Educator License.

#### **3. Experience:**

- a. **Preferred:** Two (2) or more years of successful experience as a paraprofessional.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

- Work with individual students and small groups assigned on either lessons or projects.
- Assist with discipline and support teachers in implementing classroom management.
- Observe students, record data, share insights regarding changes in students' behavior, etc.
- Follow teacher lead and directions.
- Share ideas regarding improving the functioning of the classroom.
- Supervise students during lunch, rest, recess, toileting (if needed), transitioning, etc. as assigned.
- Assist in record keeping, preparing work materials, and guiding students in learning tasks as directed.
- Inform the teacher/administrator of any accident or issues of concern with students.
- Reinforce appropriate student behavior and facilitate appropriate social interactions among students.
- Follow the schedule provided by the teacher.
- Assist with loading and/or unloading buses.

- Assist with students that are integrated into regular education classrooms.
- Attend all professional development opportunities required for this position.
- Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Participate in in-service programs as assigned and perform related work as required.
- Other duties as assigned by the Principal/Director.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Technical: Proficient computer skills including Google Apps

Interpersonal:

- Handle confidential information professionally.
- Ability to use discretion and exercise sound judgment.
- Effective oral and written communication skills and strong interpersonal skills.
- Good organizational and time management skills.
- Evidence of dependability, integrity, and a strong work ethic
- Ability to take the initiative, work independently, meet deadlines, follow complex directions, and adapt to changing demands, activities, and workloads

## **DISTRICT CORE COMPETENCIES:**

1. Achievement focus
2. Cultural competence
3. Classroom environment leadership
4. Collaborative communicator/team player
5. Reflective learner
6. Innovative

## **PHYSICAL DEMANDS:**

**Working Conditions:** The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and/or pulling, kneeling, and sitting on the floor. This job is performed in a generally clean and healthy environment.

**TERMS OF EMPLOYMENT:** 192 days and hours vary per building

**SALARY RANGE:** Per Collective Bargaining Agreement - **\$19.36. Summer school or extended school year paid the prior school year rate of pay per the CBA.**

**EVALUATION:** Annual

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

*The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, an order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The*

*Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.*

**CREATED:** 09/04/2018

**REVISED:** 9/27/2024