



SKOKIE 73.5

Elizabeth Meyer School • John Middleton Elementary School • Oliver McCracken Middle School

Paraprofessional

Description: The paraprofessional will provide support to one or more students. The assignment may include one or more of the following:

- Work directly in a classroom, supporting the smooth functioning, well-organized, safe and welcoming classroom environment
- Support students with disabilities, enabling them to receive optimal benefit from the instructional program
- Support students learning the English language, enabling them to receive optimal benefit from the instructional programs.
- Support students needing interventions, enabling them to receive optimal benefit from the instructional programs.
- Assist with tasks on a flexible basis to provide support to students as well as help with daily school operations.

Reporting Structure: Reports to building administration. May receive additional guidance based on focus or assignment from classroom teacher, Special Education Case Manager, EL teacher, Reading Interventionist or other certified staff.

Qualifications: Must hold a State of Illinois Paraprofessional License or Illinois Teaching Certificate. Must be able to:

- Understand and carry out verbal and/or written directions
- Supervise students and assess situations for safety concerns
- Exercise sound judgment in making decisions regarding the safety and welfare of students
- Physically move about the school building and playground
- Perform assigned duties and tasks with a minimum of direction
- Speak, write, read and understand English
- Demonstrated ability to form and maintain relationships that support a positive team environment
- Some proficiency with technology preferred (Google Suite, GAFE, etc.)

Responsibilities: Depending on the assigned position, responsibilities may include:

- Work with individuals or small groups of students under the supervision of a certified teacher to reinforce learning of material or skills introduced by the teacher.
- Collaborate with staff and supervisors to be fully aware of the requirements and responsibilities of the position
- Engage positively with students to build rapport
- Guide independent study, enrichment work and remedial work set up and assigned by the teacher
- Assist with supervision of students during various times, such as arrival/dismissal, recess, lunch, assemblies, field trips and emergency drills
- Support building, classroom and behavior management procedures
- Provide support to substitute teachers, as needed, when teacher is absent
- Maintain a high level of ethical behavior and confidentiality of student data, district-wide operations and culture
- Participate in in-service training programs as assigned
- Perform other duties that may be assigned by the building administrator or designee

Salary: Pursuant to the IFT Collective Bargaining Agreement

Benefits: Pursuant to the IFT Collective Bargaining Agreement

Evaluation: Performance to be evaluated as defined in the Skokie 73.5 PSRP Council agreement

Application/Selection Procedure: Complete on-line application @ www.sd735.org. Selected applicants will be contacted to provide additional information.

Skokie School District 73.5 is located in culturally diverse Skokie, Illinois, a suburb of Chicago. There are approximately 1,100 students in the three building school district. Nearly fifty percent of the students come from homes where a language other than English is spoken and more than 60 languages are spoken. District 73.5 seeks a diverse candidate pool that is reflective of the diversity of our student body.