



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

FAX (847)-675-7675

## **Paraprofessional - PreK**

### **Primary Function**

To generally assist the PreK teacher in the classroom, supervise students outside of the classroom, provide administrative support for teaching, and assist individual or groups of students.

### **Organizational Relationships**

The PreK Paraprofessional receives guidance from the classroom teacher, special education teacher, and/or Related Services Professionals and reports to the Building Administration.

### **Qualifications**

- Hold a valid State of Illinois professional educator license with teaching (preferred), substitute or paraprofessional endorsement.
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the school building and playground
- Ability to lift and position students weighing up to 50 pounds using proper 1-person lift techniques
- Ability to lift and position students weighing more than 50 pounds using proper 2-person lift techniques
- Ability to participate in and apply district-approved behavior management procedures and Crisis Prevention Institute (CPI) training, including student physical restraints as needed
- Ability to speak, write, read and understand English

### **Performance Responsibilities**

1. Under the supervision of the teacher, work with student or students to reinforce academic, social-emotional, and functional skills initially introduced by the teacher and/or related services professionals.
2. Establish a positive and supportive relationship with the student(s) which encourages independent functioning rather than dependency.
3. Help students operate and care for equipment or instructional materials assigned by teacher.
4. Provide instructional support as directed by the teacher, including distributing and collecting materials, checking assignments, supervising testing, and guiding independent study, enrichment work, and remedial work.
5. Collect student data related to academic and/or behavioral progress as directed.

6. Assist with the supervision of student(s), including during in-school transitions, emergency drills, assemblies, play periods, trips to the office, nurse, and field trips.
7. Support student(s) with their self-care skills, including dressing, feeding, mealtime, and toileting, as directed
8. Support established classroom and behavior management procedures.
9. Alert the teacher to any problem or special information about the assigned student(s).
10. Maintain a high level of ethical behavior and confidentiality of information about students.
11. Participate in in-service training programs as assigned
12. Assist with daily set up and routines, including interest centers, snack, transitions
13. Assist with mid day transportation of our IEP students, including riding a bus if needed
14. Provide opportunities for children to work together within interest centers, whole group,
15. Perform other duties that may be assigned by supervisor.

### **Terms of Employment**

180 work days. Salary and work year established in accordance with the Agreement between the Board of Education of District 69 and the PSRP.

### **Evaluation**

Performance of this job will be evaluated in accordance with the District 69 PSRP Evaluation Plan and in accordance with the provisions of the PSRP Contract.