



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

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

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Paraprofessional - EL

Primary Function

To provide support to EL students enabling them to receive greater benefit from the district's instructional programs. Provide native language support and/or EL support to students in the Transitional Bilingual Program or Transitional Program of Instruction.

Organizational Relationships

The EL Paraprofessional receives guidance from the classroom teacher, District EL Coordinator and EL Instructional Coach 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
- Fluency in designated second language, and ability to translate

Performance Responsibilities

1. Under the supervision of the teacher, work with student or students to reinforce academic, language, 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)
3. Help students be responsible for classroom materials and instructional resources as assigned by teacher

4. Provide instructional support and native language scaffolding/support as directed by the teacher during small group and/or Core Instruction
5. Assist in building background in native language for Language Arts and Math
6. Transition students who are new to the country so they can acclimate to American schools
7. Help to provide wrap around services to families new to the country i.e translation, interpretation, phone calls
8. Collect student data related to academic progress from Direct Instruction programs
9. Support with all school assessments and District EL assessment
10. Help with translation during IEP and other school meetings
11. Assist with the supervision of student(s), including during in-school transitions, emergency drills, assemblies, play periods, lunchtime/recess, trips to the office, nurse, Library Media Center or field trips.
12. Support established classroom and behavior management procedures, including nonviolent crisis intervention procedures.
13. Alert the teacher to any learning issues/goals, problems or special information about the assigned student(s).
14. Maintain a high level of ethical behavior and confidentiality of information about students.
15. Participate in in-service training programs as assigned
16. 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.