



## Paraprofessional, Curriculum Classroom

### **REPORTS TO** Director of the Subject Area

**PURPOSE** The job of Paraeducator Tutor Classroom Core is done for the purpose/s of providing support to the instructional program with specific responsibility for working with individual and/or small groups of students in assigned regular classroom; assisting with implementing plans for instruction; monitoring and reporting student behavior and performance; and providing information to appropriate school personnel.

### **MINIMUM QUALIFICATIONS:**

IL Paraprofessional Certificate

College degree, Teaching certificate preferred

### **Essential Functions**

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and implementing IEP goals.
- Administers classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assists students, individually or in small groups, with lesson assignments for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Communicates with supervising instructional staff and parents for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Facilitates student learning for the purpose of achieving success in academic skills through defined lesson plans under the direction of the supervising teacher.
- Implements under the supervision of assigned teacher, research based interventions for the purpose of presenting and/or reinforcing learning concepts.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items.
- Monitors individual and/or groups of students in a variety of settings and provides time limited class supervision. for the purpose of providing a safe and positive learning environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit pertaining to District 219.
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities for the purpose of reinforcing instructional objectives and ensuring students success in school.
- Reports observations and incidents relating to specific students for the purpose of communicating information to appropriate instructional and/or administrative personnel.



## NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd  
Skokie, IL 60077  
847-626-3000  
[www.niles219.org](http://www.niles219.org)

- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

### **REQUIRED SKILLS:**

- Operate standard office equipment (e.g., computers, printers, copiers).
- Use pertinent software applications (e.g., word processing, spreadsheets, email).
- Prepare and maintain accurate and organized records.
- Demonstrate a willingness to upgrade skills to meet changing job requirements.
- Apply basic math concepts, including algebra and/or geometry.
- Read manuals, follow prescribed writing formats, and present information clearly.
- Understand grammar and punctuation rules.
- Possess knowledge of child development stages and learning styles.
- Plan and implement age-appropriate activities.
- Understand and apply board policies and relevant district, state, and federal regulations/laws.
- Schedule and coordinate activities efficiently.
- Collect, organize, and analyze data using defined procedures.
- Operate job-related equipment using standardized methods.
- Adapt and work collaboratively in a variety of settings and with diverse individuals.
- Maintain confidentiality and professionalism, especially in student interactions.
- Set priorities, manage time effectively, and handle frequent interruptions.
- Solve problems by identifying issues and developing appropriate action plans.
- Work independently with data and interpret guidelines as needed.
- Demonstrate strong communication skills and a team-oriented mindset.

### **RESPONSIBILITY**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

### **REQUIRED TESTING CERTIFICATES**

Job Fit Test  
Grammar Test  
Technology Test



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**TERMS OF EMPLOYMENT:** 186 day work calendar

**SALARY GRADE:** P1 on salary schedule

Apply online at: [www.niles219.org](http://www.niles219.org)

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Niles Township High Schools District 219 is an equal-opportunity employer.** It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age, or handicap.

The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making an application for an opening should contact the Assistant Superintendent for Human Resources.