

WORTH SCHOOL DISTRICT 127

DR. ROSEMARY LUCAS ADMINISTRATIVE CENTER

11218 SOUTH RIDGELAND AVENUE

WORTH, IL 60482

708.448.2800
FAX 708.448.6215

October 23, 2017

NOTICE OF VACANCY

**Paraprofessional
2 Hours Per Day
Worthwoods School**

REPORTS TO: Principal

QUALIFICATIONS:

1. Paraprofessional or teacher license.
2. College/university hours as required by law.
3. Effective communication skills.
4. Interest and experience working with students, preferred.
5. Personal qualities that support student achievement and excellent relationships with staff and students.
6. Ability to follow teacher directions and maintain confidentiality as required by law.

DUTIES AND RESPONSIBILITIES: See attached.

WORK YEAR: School Year (student attendance days)

SALARY: Per WEST contract.

STARTING DATE: November 9, 2017 or as soon as possible thereafter

METHOD OF APPLICATION:

Qualified applicants should furnish:

1. A letter indicating interest in the position.
2. A current professional resume.
3. A completed D127 application (available on district website: <http://www.worthschools.org>)
4. The names, titles, addresses, and home or office telephone numbers of three current professional and/or personal references.
5. Academic transcripts.
6. Proof of paraprofessional or teacher license.

by November 3, 2017

Address all correspondence to:

Dr. Rita Wojtylewski, Superintendent
Worth School District 127
11218 South Ridgeland Avenue
Worth, Illinois 60482

Paraprofessional

A. Job Description

The paraprofessional assists a certified teacher with various classroom tasks, and assists with instructional and other types of activities under the direction of the teacher.

B. Responsibilities

1. Works with individual students or small groups of students to reinforce learning of material or skills taught by the teacher.
2. Assists students with independent enrichment and remedial work, and works with students in the implementation of the instructional program under the direction of a certified teacher.
3. Assists with large group instruction as directed by the teacher.
(Note: Paraprofessionals are not permitted to supervise students in an instructional setting without a certificated professional staff member present.)
4. When appropriate, monitors student behavior and follows the behavior management plan as directed by the teacher.
5. Assists with the supervision of students during bus drop-off/pick-up, recess, lunch, emergency drills, assemblies, play periods, field trips and other occasions as required.
6. Communicates student needs or concerns to the appropriate persons.
7. Serves as a source of information and help to any substitute teacher assigned in the absence of the teacher.
8. Maintains a high level of ethical behavior and confidentiality of information about students.
9. Performs any duties that provide for unique student needs, including attending to the physical needs of disabled students.
10. Assists the teacher in clerical duties.
11. Works with the principal, teachers and other building staff to foster an efficient and positive school atmosphere.
12. Observes and follows all District policies and procedures.
13. Performs all duties and responsibilities as assigned by the Superintendent, Director of Special Education, or Principal.