

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Para Educator

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Para Educator

Qualifications:

1. Is at least 19 years of age; **and**
2. Obtained an Illinois Professional Educator License, Professional Educator License with stipulations or Substitute Teaching License.

Ways to obtain Qualification #2 must include at least one of the following:

- Completed 60 semester hours of college credit at a regionally accredited institution of higher education (evidence is an official transcript); **or**
 - Obtained an associate degree (or higher) at a regionally accredited institution of higher education (evidence is an official transcript); **or**
 - Met a formal State assessment by ONE of the following means:
 - a. Passed the ETS ParaPro assessment with a score of 460 or higher (evidence is an official score report); **or**
 - b. Passed the applicable ACT WorkKeys assessments (Applied Mathematics – 4, Reading for Information – 4, Writing/Business Writing – 3);
3. Able to perform non-medical duties such as general hygiene, grooming, diapering, feeding and lifting 50 pounds or less with or without accommodations, if required.

Terms of Employment:

- Nine (9) month contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity, and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Assist certified staff members for the purpose of supporting, implementing and developing students lesson plans, daily living skills, social skills and adaption of curriculum under the directive of the classroom teacher.

2. Maintain a high level of ethical behavior and confidentiality of information about students with Individualized Education Program (IEP).
3. Monitor and assist student daily activities (playground, classroom equipment, field trips, assist other personnel as deemed necessary) for the purpose of maintaining a safe and positive learning environment.
4. Collaborate with teacher, parents, community agency personnel for the purpose of reporting progress and the implementation of the student's Individualized Education Program objectives.
5. Perform basic functions (copying necessary materials within copyright regulations, maintain student file, assist with yearend inventory), perform basic arithmetic calculations, operate standard office equipment and have both good written and verbal communication.
6. Provide accommodations per individual student needs as needed on district and/or state assessments.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The Mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.