

### **Administration**

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### **Colona School District #190**

700 First Street  
Colona, IL 61241  
www.csd190.org



### **Board of Education**

Julie Wittenauer - President  
Lindsey Trickey - Vice Pres.  
Julie Arnold - Secretary  
Dennis Teichman  
Bill Rossow  
Patricia Sedlock  
Jim Legare

*Go Trojans!*

## **EDUCATIONAL SUPPORT Job Description**

**Title:** Paraprofessional

**Job Summary:** Assist the classroom teachers with instructional activities and supervision of students.

**Supervised By:** District Building Principal

### **Qualifications:**

- Must meet the minimum requirements for a Highly Qualified paraprofessional or other requirements as set forth by the Illinois State Board of Education
- Must have certification of health signed by a licensed physician.
- Training or previous experience working with children is preferred. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Hours:** 5½ hours/day

### **Job Description:**

1. Assist the teacher in planning, preparation, and delivery of instructional activities that facilitate learning experiences.
2. Supports the teacher to provide a variety of instructional methods to deliver content to students individually, in small groups, and whole class.
2. Works with individual, small group, and whole groups as directed by the teacher.
3. Assists in the implementation of assessments to determine student achievement.
4. Provides timely and informative feedback on student class work, homework, tests, and assignments to the teacher.
5. Assists the teacher to maintain accurate and complete records of students' progress and development, Individual Education Plans, Etc.
6. Assists the teacher in establishing, communicating, and enforcing rules and procedures for effective classroom management.

7. Follows district school board and administrative guidelines, procedures, and directives.
8. Maintains a clean and orderly classroom environment.
9. Provides for the safe and secure use of all district property.
10. Demonstrates positive and professional personal interactions with all students, parents, and staff.
11. Maintains professional qualifications and improves work-related skills.
12. Works cooperatively with other school personnel, parents, and administration.
13. Attends staff meetings and serves on committees when requested.
14. Maintains student, parent, and staff confidentiality as required by District Policy, and state and federal law.
15. Supervises students in noninstructional areas.
16. Performs other professional duties or assumes other responsibilities as may be assigned by the building administration in accordance with the District's master contract.

### **Physical Demands:**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen, In addition, the employee may occasionally be required to bend, twist, reach, and climb. Specific vision abilities required by this job include close, peripheral, and distant vision.

### **How to Apply:**

- Internal Applicants should submit a letter of interest to Principal Mike Carlson.
- External Applicants should submit a letter of interest, resume, and references to Principal Mike Carlson ([Mcarlson@csd190.org](mailto:Mcarlson@csd190.org)).