



## **JOB DESCRIPTION**

### **Paraprofessional**

#### **Qualifications**

Applicants for the position of Paraprofessional must be at least 19 years of age and have one of the following:

- Associate's degree or higher
- 60 semester hours of coursework
- High School Diploma or GED **and** a score of 460 or higher on the ETS Parapro
- High School Diploma or GED **and** the following scores on the ACT Workkeys:
  - Applied Mathematics/Applied Math (with a score of 4)
  - Reading for information/Workplace Documents (with a score of 4)

Preference will be given to candidates who possess special competencies, which will enhance the quality of the North Cook Young Adult Academy program. These specialized competencies may include previous experience working in the field of education and the ability to speak a second language.

Candidates must hold at least one of the following educator licenses: paraprofessional, substitute teacher, short-term substitute teacher or professional educator.

#### **Reports to**

The Paraprofessional reports to the Principal.

#### **General Responsibilities**

Provides supervision of students within the educational environment. Under direct supervision of teaching staff, provides assistance in the area of instruction and classroom management to ensure a quality learning environment for the students. Detail-oriented with strong organizational skills. Demonstrates ability for critical thinking and problem solving.

#### **Specific Responsibilities**

- Under the supervision of the assigned teacher, implements instructional programs and lesson plans within small groups and one-on-one sessions
- Assists to engage students in the learning process
- Supports fellow staff members
- Understands and implements NCYAA's Universal Rules and classroom management
- Implements behavioral plans as needed
- Provides supervision of students as needed and appropriate
- Assists in the preparation of instructional materials and bulletin board displays

- Assists teaching staff in providing basic instruction and supervision in ancillary subjects to students in areas such as physical education, guided study, leisure activities, etc.
- Assists with student record keeping such as participation points, grades, and filing
- Fulfills other responsibilities as assigned

### **Salary, Benefits and Working Conditions**

The Paraprofessional position pay rate is minimum \$25,000.00/185 days. Salary commensurate with experience.

The Paraprofessional position includes the following benefits:

- Individual Health insurance, PPO or HMO, Blue Cross Blue Shield (employee paid family insurance option)
  - Vision
  - Dental, MetLife
- Life insurance, MetLife – 1x annual salary and \$50,000

### **Application Procedure**

Individuals interested in applying for this position must complete the [online application](#) in its entirety, including a cover letter, resume, and a list of at least three professional references.

For questions regarding this position, please contact Lisa Fornwald, NCYAA Director, at either [lfornwald@ncisc.org](mailto:lfornwald@ncisc.org) or 847-803-3702.