

Venice Elementary School

Job Title: Para professional

Duties:

1. Assist teaching staff by performing instructional tasks in the classroom. Discuss assigned teaching areas with classroom teacher to coordinate instructional efforts.
2. Assist in the preparation of various teaching aids (charts, graphs, flashcards, etc.) as planned by the classroom teacher.
3. Assist students individually or in groups, with lesson assignments to present or reinforce learning concepts.
4. Follow daily directions of the licensed classroom teacher.
5. Assist students in class transfers within the building or while boarding school transportation.
6. Assist in the orientation of new students to school programs and procedures.
7. Assist in the Life Safety procedures during drills or alarms.
8. Perform any other tasks related to student needs as directed by the licensed teacher (s) and/or building administrators.
9. Perform assigned daily supervision duties in the hallway, cafeteria, etc.
10. Maintain appropriate professional relationships with all students.
11. Perform other duties assigned.

Qualifications

Bachelor Degree preferred. Must hold a Paraprofessional License or obtain a Paraprofessional License.

Salary/Benefits

Regionally competitive

How to Apply

Send resume, letter of interest, three professional letters of reference, proof of licensure and a copy of all college transcripts to:

Dr. Ronald T. Ferrell, Superintendent/Principal
Venice Elementary School
300 South 4th Street
Venice, IL 62090
rferrell@veniceschools.org