



**FOREST PARK PUBLIC SCHOOLS  
DISTRICT NO. 91  
FOREST PARK, ILLINOIS**

**TITLE:** Instructional Aide or 1:1 Instructional Aide  
**REPORTS TO:** Building Principal and designated administrator  
**QUALIFICATIONS:**

1. High school diploma
2. Paraprofessional licensure through the Illinois State Board of Education
3. Previous work with children is preferable
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PHYSICAL QUALIFICATIONS:**

1. Certificate of good health signed by a licensed physician
2. Able to utilize resources from a variety of computer programs and other work units
3. Must be able to communicate verbally and through email
4. Bending, carrying, climbing must be able to travel between job sites, lifting, pushing, pulling, reaching, sitting, standing, and walking. Must be able to occasionally lift, move, or push items of 50 lbs. such as assisting children or moving/rearranging furniture
5. Generally, requires 25% sitting, 25% walking, and 50% standing

**POSITION GOAL:**

To support instructional personnel in the attainment and understanding of the teaching objectives by working with individual students or small groups.

**PERFORMANCE**

**RESPONSIBILITIES:**

1. Administers, scores and records such achievement and diagnostic tests as the teacher recommends for individual students
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher
3. Assist students with technology and/or instructional materials assigned by the teacher
4. Guides independent study, enrichment work and remedial work that is set up and assigned by the teacher
5. Assist teacher with classroom learning displays

6. Assist with large group activities such as, drill work, reading aloud and storytelling
7. Reads to students, listens to students read and participates in other forms of oral communication with students
8. Assist students in the media center and with classroom technology as needed
9. Assist in adaptation of materials, activities and tests to meet individual student needs within the classroom setting
10. Assist students with personal needs
11. Informs the classroom teacher to any problem or special information about an individual student or students
12. Maintains a high level of ethical behavior and confidentiality of information about students
13. Participates in professional development as assigned
14. Assumes responsibility for other duties as may be assigned.

**WORK SCHEDULE:**

In accordance to the Board policy

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel

<b>INSTRUCTIONAL ASSISTANT SALARY PLACEMENT SCHEDULE</b>						
		<b>June 2023</b>				
<b>Experience</b>						
<b>Position</b>			<b>Paraprofessional FY24</b>			<b>Bachelor's Degree FY24</b>
1			\$25,855			\$26,885
2			\$26,631			\$27,692
3			\$27,430			\$28,522
4			\$28,253			\$29,378
5			\$29,100			\$30,259