River Bend Community Unit School District #2

Where Everybody is Somebody

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PLEASE POST

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POSITION AVAILABLE

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FULTON ELEMENTARY SCHOOL

PARAPROFESSIONAL
(6.75 hours per day)

APPLY TO:
JEFFREY HOESE, PRINCIPAL

DEADLINE
Internal – October 29, 2026
External – Until filled

cc: Jeffrey Hoese
Stacy Gates/Sam Howard

10/22/2026

River Bend Community Unit School District #2
Job Description

Title:	**Paraprofessional**
Qualifications:	1. ISBE Paraprofessional Approval. 2. Desire to serve students. 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
Reports To:	Teacher(s) in charge
Supervises:	The student(s) assigned to him/her
Job Goal:	To help assist the teacher achieve teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

Performance Responsibilities: The Paraprofessional will:

1. Administer, score, and record tests as the teacher recommends for students.
2. Work with students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assist the teacher in devising special strategies for reinforcing material or skills based on sympathetic understanding of individual students and their needs or interests.
4. Operate and care for equipment used in the classroom for instructional purposes.
5. Distribute and collect assignments.
6. Guide independent study, enrichment work, and remedial work.
7. Supervise students during assemblies, drills, field trips, or recess.
8. Assist with large group activity as assigned.
9. Read to students, listen to students read, participate in other forms or oral communication.
10. Assist students in media center and other areas of the school.
11. Check notebooks, assignment books, and other materials as designated by teacher.
12. Assist with lunch and restroom routines.
13. Help students with clothing issues.
14. Alert teacher in charge of any problems or special information about students.
15. Serve as the chief source of information and help to any substitute teacher.
16. Participate in service and professional development.
17. Complete other duties as assigned.
18. Assist the Special Education teacher with the assigned accommodations for meeting the needs of special education students in the general education environment.

Risk Management:

1. It has been determined that 5% of the Teacher Aide's time is spent on Risk Management.
2. Provide direct supervision over the students as assigned.
3. Protect the assigned students at all times.

Terms of Employment:	The Paraprofessional will be employed during the school year. Salary, start date, and end date will be established by the Board of Education.
Evaluation:	The Paraprofessional's performance will be evaluated annually by the Building Principal in communication with the supervisory teacher(s) in accordance with provisions of the Board of Education policy.