

River Bend Community Unit School District #2

Where Everybody is Somebody



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PLEASE POST

POSITION AVAILABLE

**RIVER BEND MIDDLE SCHOOL
PARAPROFESSIONAL
6.5 hours per day**

Job description attached

APPLY TO:

KATHLEEN SCHIPPER, PRINCIPAL

DEADLINE

Internal – July 30, 2021

External – Until filled

cc: Craig Hafner
Kathleen Schipper

7/21/2021

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.

River Bend Community Unit School District #2
Job Description

Title: Lunch Cashier

Qualifications:

1. Good health, subject to physical exam, high school diploma, and citizen of the United States.
2. Possess or willing to obtain any necessary certifications for the position
3. Proficiency with technology and ability to use necessary computer software applications used in this position.
4. Desire to serve students and staff with excellent interpersonal skills.
5. Ability to handle stressful situations in a calm and professional manner.

Reports to: Cafeteria Manager

Supervises: Works with cafeteria manager, head cook, and other cafeteria employees

Job Goal: Ensure the smooth and efficient operation of the school lunch payment process.

Performance Responsibilities: The lunch cashier will:

1. Interact and cooperate with staff and students in a positive manner.
2. Perform the usual school lunch payment process routines including but not limited to: scanning daily lunch cards, assisting students with thumbprint scanning and set up, monitoring student tray content to ensure reimbursable lunch standards are met, handling student lunch money and inputting into school lunch payment system, and completing necessary reports.
3. Perform tasks as assigned associated with the school lunch program.
4. Perform the duties of Cook's Helper as needed which includes but is not limited to: Assist in the preparation and serving of food in a safe and efficient manner, assist in maintaining an ample supply of food offered during food service, and assist in the daily clean up of the kitchen and service area.
5. Ensure food service that is safe and healthy and conforms to all state laws and regulations regarding food service.
6. Perform other duties as assigned by the cafeteria manager or head cook.

Terms of Employment: School year during student attendance and other days as directed. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually by the cafeteria manager in cooperation with the head cook in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.