

Job Postings

Fill out the form below for each position you wish to post. Postings are reviewed by Council staff and posted within three business days of date submitted. Job openings will only be posted for TWO months unless the Child Care Council is notified otherwise.

Today's Date: *

03/08/2019

Name of Agency/Program: *

Oak Park School District

City: *

Oak Park

Position/Job Title: *

GSRP Paraprofessional

Job Description: *

QUALIFICATIONS:

1. Must possess one of the following: Associates degree in early childhood education, or child development, or the equivalent, or: a valid CDA credential; or existing 120 hour approval.
2. Completion of ISD Behavior Management training or related training program preferred.
3. Demonstrated ability to effectively control the behavior of students and implement behavior management plans after instruction is given.
4. Computer literacy desirable.
5. Will be subject to criminal background check and drug test.

DUTIES:

1. Assist the teacher in meeting developmental needs of children with appropriate experience and activities planned with and under direction of teacher.
2. Meet immediate needs of individual children.
3. Communicate with parents on home visits, in school conferences, as well as daily contacts.
4. Participate in staff-meetings, in-service training and early childhood conferences as requested.
5. Demonstrate dependability and organizational skills.
6. Assist with record keeping.
7. Other related duties as assigned by the teacher and the Principal.

Essential functions, include, but are not limited to:

1. The ability to handle elevated stress and noise levels
2. Establish and maintain cooperative and effective working relations with others.
3. The ability to work independently.
4. Report to work on a punctual, and reliable basis, with a physical presence on site at the school.
5. Physical activity with students, including frequent bending, kneeling, standing for long periods, occasionally lifting or moving objects up to 20 pounds.
6. Demonstrate preparation and skill in working with students from diverse cultural, economic and ability

backgrounds.

The nature of this position requires the employee's duties to shift based on the students' specific needs. A job description is subject to change and is not intended to be all inclusive.

This position is part of the Oak Park Educational Support Personnel Association bargaining unit.

Applicants Reply to:

Aliya Chaney, HR Generalist, at achaney@oakparkschools.org

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