



PEKIN
COMMUNITY
HIGH SCHOOL
DISTRICT 303

320 Stadium Drive, Pekin, IL 61554



Carla J. Schaefer, Chief Financial Officer

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NOTICE OF PERSONNEL OPENING

POSITION:

Paraprofessional Full-Time

REPORTS TO:

Special Education Coordinators

TERMS OF EMPLOYMENT:

9 Months/\$16.25 per hour

EVALUATION:

Evaluated by the Special Education Coordinators using the agreed upon evaluation tool.

QUALIFICATIONS:

Must hold a current Educator License with stipulations endorsed for a paraprofessional educator.

DUTIES/RESPONSIBILITIES:

1. Under supervision of a licensed teacher, prepares for classroom activities.
2. Assists small groups or individual activities using materials and lesson plans prepared by the teacher.
3. Supports students when they need instructional assistance in all settings
4. Performs clerical duties.
5. Guides independent study, enrichment work, and remedial work set up by the teacher.
6. Supports use of technology in the classroom.
7. Assists teacher with non-instructional classroom duties, including principles of safety to students when lifting and restraining.
8. Assist students with personal hygiene and toileting needs.
9. Checks notebooks, corrects papers, and supervises testing and make-up work.
10. Assists in drill work and participates in professional development trainings.
11. Provides student supervision during instructional and non-instructional times.
12. Perform other duties as assigned.

An Equal Opportunity Employer

www.pekinhigh.net



PHYSICAL REQUIREMENTS:

Moderate degree of physical stamina with occasional lifting of up to 25 pounds. Ability to move freely to various locations within the office and school settings. Frequent standing, walking, sitting, and bending.

Interested candidates should upload all materials into Applitrack. A letter of interest, resume detailing educational background and experience, and letters of reference should be submitted.

ON-LINE APPLICATION LINK:

<http://www.applitrack.com/pekinhigh/onlineapp/>

Adopted:

January 17, 2024



WHY JOIN THE PCHS TEAM?

Our top-notch educators function as a large family, and our vibrant, positive culture is dedicated to the success of all students.

Our extensive programs and courses connect to the ever-changing world and prepare students for post-high school pursuits in college, training, careers, and military.

Various student programs serve our school and community while providing training for our students, including an in-house daycare/preschool for employees' children (ages 6 weeks through Pre-K), a restaurant within the school where you can have lunch or plan a cross-curricular culinary experience, an automotive program where you can have your car serviced, a graphic design class that can create your brochures or posters, and many more.

We are a 1:1 school, and we strive to offer the most effective technology to benefit instruction and ensure digital citizenship.

We offer support for teachers new to PCHS in the form of peer mentorships, instructional coaching, and a wide variety of professional development opportunities.

We are financially stable, consistently earning ISBE's highest financial profile recognition status.

Learn more by watching our informational video and following PCHS on social media!

<https://www.youtube.com/watch?v=3ASpAhkl7fc>

