

Cheryl R. Graff
Regional
Superintendent



Karen Wolfe
Asst. Regional
Superintendent

"ROE 30 enhances and empowers our community to reach maximum potential and to develop lifelong learners in a global society."

Paraprofessional Job Description

Job Title: Paraprofessional

Qualifications:

- Paraprofessional License
- 2-5 years of related experience preferred
- Ability to establish and maintain effective working relationships with students, staff and school community
- Excellent oral and written communications
- Organizational and interpersonal skills
- Proficient in Microsoft OS
- Proficient in Google Apps - Gmail, Docs, Sheets, Slides
- Integrity, confidentiality, and professionalism

Responsibilities:

- Give reinforcement to students in the areas of social studies, math, science, and reading or other areas as directed by supervisor
- Assist teacher with conducting lessons, managing the classroom and developing materials and strategies for academic improvement for students
- Participate in on-going staff development
- Maintain accurate and timely documentation
- Complete required data entry for reports
- Stay up to date on relevant state, county and city laws
- Other duties as assigned by the Regional Superintendent or designee

Submit Letter of Interest, Resume and References to mwece@roe30.org or mail to Regional Office of Education, 1001 Walnut, Murphysboro, IL 62966

Salary: TBD

PTE: Full Time

Regional Office of Education
Jackson County Courthouse
1001 Walnut Street
Murphysboro, IL 62966
Phone: 618.687.7290

Regional Office of Education
Annex Office
819 Walnut St.
Murphysboro, IL 62966
Phone: 618.684.4890

Regional Office of Education
Shawnee Comm. College Extension
1150 E. Vienna St.
Anna, IL 62906
Phone: 618.634.3458

Regional Office of Education
Perry County Govt. Bldg.
3764 St. Rt. 13/127
Pinckneyville, IL 62274
Phone: 618.357.2828