



Paraprofessional in an ECE Classroom - Primary (Full-Time)

Position Summary

The Bright Futures Paraprofessional supports early childhood students by assisting with instruction, daily routines, and behavior support in a safe, structured, and nurturing classroom environment. This position works closely with the classroom teacher to promote student development and maintain a positive, inclusive, and family-centered program.

Qualifications & Skills

- **Must hold a valid Illinois Paraprofessional (PARA) or Short-Term PARA license.**
 - Additional information and license application process from Illinois State Board of Education (ISBE) can be found [HERE](#).
- Experience working with children (birth-age 5) and/or in an early childhood setting is preferred. .
- Ability to follow and enforce rules, policies, and procedures.
- Demonstrate a positive, patient, and nurturing approach when working with young children.
- Strong communication and interpersonal skills when working with students, staff, and families.
- Must be punctual and reliable and demonstrate consistent attendance.
- Ability to work collaboratively with teachers, staff, and families.
- Must be able to pass a background check.
- Ability to stand/walk for extended periods, lift at least 25 lbs. and respond quickly to student needs.

Job Duties & Responsibilities

- Embrace and help grow the mission of Pleasant Valley which is to “engage, inspire, and empower each student towards academic excellence and citizenship”.
- Support the mission and values of the Bright Futures program by helping create a welcoming, inclusive, and family-centered learning environment.
- Assist the classroom teacher in planning and implementing developmentally appropriate activities for young children.
- Support the development of early childhood skills, including language, motor, cognitive, and social-emotional development.
- Assist with daily routines such as arrival, transitions, meals/snacks, toileting, and dismissal.
- Provide instructional support through small group and one-on-one activities under the direction of the classroom teacher.
- Help implement accommodations and supports for students with identified needs, including IEPs or developmental delays, as directed by certified staff.



- Use positive behavior supports and developmentally appropriate strategies to guide student behavior and support self-regulation.
- Build positive, supportive relationships with students and families using a trauma-informed and culturally responsive approach.
- Assist in maintaining a safe, clean, and organized classroom environment.
- Supervise students in classrooms, hallways, playground, and other school settings to ensure safety at all times.
- Communicate regularly with the classroom teacher and staff regarding student needs and progress.
- Maintain confidentiality regarding student and family information in accordance with FERPA.
- Support a program environment that reflects diversity, equity, and inclusion and aligns with Bright Futures' commitment to Anti-Bias education.
- Carry out additional day-to-day duties as assigned.
- Other duties as assigned by administration.

Pay & Schedule

- Pay: \$17.00/hour OR \$18.00/hour if you hold a Professional Educator License (PEL) OR Substitute Teaching License (SUB or STS). Opportunity for more based on experience.
- Insurance available: Health, Dental, Vision and Life.
- 12 sick days and 3 personal days per school year.

Evaluations

- Per District procedures for non-bargaining employees