

November 9, 2015

Laura Mihaiu

VIA EMAIL – lauramm4@hotmail.com

Re: FOIA Request Dated October 26, 2015 and received October 27, 2015 FOIA ID #15-45

Subject: Submitting a request for information, your collective bargaining agreement for paraprofessionals; job description for RTI aide or comparable position; pay scale for this position.

Dear Ms. Mihaiu:

This letter will serve as Community Unit School District 308's response to your October 26, 2015 request under the Freedom of Information Act (5ILCS 140/1 et seq.), in which you asked for the above referenced information. The information responsive to your request is attached. In addition, please note that the Collective Bargaining Agreement information, along with the pay scale for said inquiry may be found on our website at <http://www.sd308.org/Page/1881>.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to www.sd308.org and select *Our District > Freedom of Information Act Request > FOIA Request Responses*, then select FOIA ID #15-45.

Please be advised that to comply with your FOIA request, the district incurred the expense of \$189.22 comprised of the cost of labor and resources used to search for records responsive to your request. You are not legally required to reimburse the district for the amount incurred.

Please let me know if you have additional questions. Thank you.



Brian Graves
Freedom of Information Officer

TITLE: Teacher Assistant

QUALIFICATIONS: High school diploma.

Valid teacher aide certificate issued through Illinois Office of Education.

Demonstrated aptitude for the successful completion of the tasks assigned.

Certificate of good health signed by a licensed physician.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOALS: To 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.

OR

To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

PAY SCALE: Paraprofessional Assistant – Non-Certified.
Due to ‘No Child Left Behind’ District 308 will make every effort to only hire Certified and/or B.S. teacher assistants.

Paraprofessional Assistant – Certified (Has submitted official transcript of 30 college hours from an accredited college needed for Illinois Teacher Aide approval.)

Paraprofessional Assistant – B.S.
Has provided official transcript verifying receipt of a Bachelor’s degree or a teaching certificate

PERFORMANCE RESPONSIBILITIES:

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.

3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials assigned by teacher.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Keeps bulletin boards and other classroom learning displays up to date.
10. Assists with such large group activities as drill work, reading aloud, and story telling.
11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Assists students in the library or media center.
13. Checks notebooks, corrects papers, and supervises testing and make up work, as assigned by the teacher.
14. Checks and records student attendance.
15. Collects and records collection of money.
16. Helps students with their clothing.
17. Assists with lunch, snack and cleanup routines.
18. Assists with wash-up and toilet routines.
19. Alerts the regular teacher to any problem or special information about an individual student.
20. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

21. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
22. Participates in inservice training programs, as assigned.
23. Assists with morning, lunch, playground, dismissal or other supervisory duties as assigned.

TERMS OF EMPLOYMENT: School year.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel. (Classroom Aide Performance Evaluation)

Included within this job description:

At-Risk Assistants,
Computer Lab Assistants,
Early Bird Pre-K Assistant
Hands-On Science Assistant
Learning Center Assistants
Reading Assistants,
Teacher Assistants,
Title I/Chapter I Assistant,
Special Education Teacher Assistants

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The pay scale for Teacher Assistants is posted on our website in the OESPA Collective Bargaining Agreement on page 27 which ranges from \$11.79 - \$12.21 dependent upon experience. We do not, to my knowledge, have teacher assistants with the specific title "RTI Aide".
Thank you,

Posted from HR Department – 11/3/15