

**POSITION TITLE:** Re-Entry Program ParaEducator

**DEPARTMENT:** Student Services

**REPORTS TO:** Student Services Division Chair

**SUMMARY:** Employee works under the supervision of the Student Services Division Chair. Provides tutorial, emotional and organizational assistance, and acts as a resource person for students assigned to the re-entry room. Must be able to work independently and assist each student with developing a plan for making up work. Experience with adolescents preferred. This position requires accuracy, concentration and confidentiality.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides emotional and academic support for students who are returning to school after a period of absence.
- Works closely with counselors and social workers to evaluate students and their needs.
- Coordinates student assignments with teachers of the courses in which the student is enrolled, assisting students with make-up assignments and with developing a plan for make-up work to be completed.
- Supervises students in the daily re-entry period and proctors quizzes, tests and exams. Monitors students and provides one- to one assistance throughout the period.
- Maintains records of work completed for students assigned and reports weekly on the student's academic progress to teachers, counselors and social workers. Provides parents with weekly e-mail update as set up with the counselor and parent.
- Daily commuting between campuses is required.
- Assists counselors with transfer students.
- Assists ParaEducators in Nurse's Offices as requested.
- Other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Computer literacy is essential (proficient in word, excel, and publisher) as well as a general knowledge of office equipment. Experience in working with all students, staff and the community. Ability to work independently and to exercise sound judgment. Important for this person to be reliable, personable and creative.

### **EDUCATION AND/OR EXPERIENCE**

High school graduate or equivalent. One to two years related office experience necessary; college level courses helpful.

### **LANGUAGE SKILLS**

Ability to communicate effectively with administrators, staff, students and the general public. Ability to

read and interpret college and career reference books; ability to write routine reports and correspondence; and ability to speak effectively with college representatives, students, parents, administrators and staff.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to remain calm and efficient in times of crisis. Ability to deal with problems involving several concrete variables in standardized situations.

### **OTHER BASIC SKILLS AND ABILITIES**

Basic knowledge of educational resources helpful. Familiarity with Lyons Township High School policies and procedures pertaining to personnel and students. Ability to communicate both orally and in writing. Ability to perform with awareness of all district requirements and Board of Education policies.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform their essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear and operate a computer. Reasonably good physical fitness required. A major part of the workday is engaged in various forms of physical activity. Frequent walking is required. Bending, stooping and occasional lifting will be encountered during an average day. The employee must occasionally lift and/or move up to 20 pounds, such as catalogs and testing materials, etc. Specific vision abilities required by this job include close vision.

### **WORKING ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment varies. Position demands meeting deadlines with severe time constraints. Ability to handle various difficult or demanding situations as they may arise will be essential.