

Hinsdale High School District 86
JOB DESCRIPTION

Job Title: Paraprofessional - ML
Calendar Work Days: 182 - School Year
Supervisor: ML Coordinator
Status: Nonexempt - HTHSSSA

POSITION SUMMARY

The ELL paraprofessional's primary responsibility is to provide assistance for identified ELL students in areas of reading, writing, listening and speaking in ELL and general education classes. This assistance is focused on helping ELL students access the general education curriculum and improving the English language acquisition of students whose first language is not English.

QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:

- ELS (PARA) license
- Basic technology skills to assist students required
- Good verbal communication skills required
- Ability to organize information and problem solve complex situations
- Strong interpersonal skills
- Experience with high school students preferred
- Presents a professional image and interacts professionally with faculty, staff, students and community

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on student needs and it is possible not all duties will be performed in any given year. However individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor.

- Provide assistance to students including students with special needs with physical and cognitive disabilities, and/or English Language Learners, and any other student as assigned.
- Supervise ELL students and assists them with executive functioning, behavioral management, and language acquisition skills.
- Work with general education teacher and ELL Coordinator to ensure all needs of ELL students are met.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips and throughout the community.
- Tutor and assist students individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Enforce administration policies and rules governing students.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.

- Observe students' performance, and record relevant data to assess progress.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
- Attend staff meetings and serve on committees, as required.
- Distribute tests and homework assignments and collect them when they are completed.
- Other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 35 pounds on occasion and up to 10 pounds regularly/daily. The employee is required to be able to push wheelchairs, assist with lifting of students, and provide other physical assistance to students. Specific vision abilities required by this job include close vision, such as to read type or hand written material. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with students and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

NON-DISCRIMINATION COORDINATOR

Jodi Bryant
Assistant Superintendent of Human Resources
5500 South Grant Street
Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit https://ocrcas.ed.gov/contact-ocr?field_state_value=652 for the address and phone number of the office that serves your area, or call 1-800-421-3481