



ZION-BENTON

TOWNSHIP HIGH SCHOOL DISTRICT *126*

COMMITTED TO EDUCATIONAL EXCELLENCE

ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126 JOB DESCRIPTION

POSITION TITLE:	Instructional Aide (Study Hall)	LOCATION:	As Assigned
REPORTS TO:	ZBTHS Principal	STATUS:	Classified
CLASSIFICATION:	Instructional Aide	TERM:	180-day Contract

About D126:

Zion-Benton Township High School District 126 is comprised of two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history with a diverse student population from the towns of Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in the heart of Zion, offering students the choice for a small high school experience. Both schools prepare students with the singular goal "To ensure that students graduate ready for college, a career, and life."

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today's global society.

General Summary:

The instructional aide assists teachers with preparing instructional materials, supports the delivery of instruction, assists students in understanding their coursework and instructional technologies, and provides assistance with completing associated departmental tasks.

Essential Duties and Responsibilities:

1. Serves as a positive role model for students in the classroom/instructional environment.
2. Assists the teacher(s) with preparing and delivering instructional materials.
3. Assists the teacher(s) with supervising students.
4. Assists students with overcoming physical limitations.
5. Monitors students in the absence of the teacher.
6. Provides homework assistance to students.
7. Assists with departmental paperwork and associated tasks as needed.
8. Builds positive, professional relationships with students to promote engagement and responsibility, connecting with and supporting students struggling academically.

9. Provides daily supervision of students in Study Hall and clearly communicates expectations to maintain a safe, and productive environment for independent work including frequently moving throughout the study hall to ensure responsible use of technology, monitoring student engagement, and expectations.
10. Maintains daily electronic attendance records for students assigned to Study Hall, student behavior, and notable incidents during study hall periods.
11. Direct students to appropriate academic resources (e.g., teachers, tutoring supports, online platforms) when additional help is needed.
12. Performs other related duties as assigned by the Building Principal.

Knowledge, Skills, and Abilities:

- Skilled in operating various office equipment, such as personal computer, calculator, facsimile, copy machine, document shredder, desktop printer, intercom, etc.
- Demonstrates a genuine commitment to student learning.
- Demonstrates excellent interpersonal skills and the ability to be proactive in student behavior management.
- Able to maintain confidentiality and use good judgment.
- Able to multi-task and work with minimal supervision.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Represents ZBTHS District 126 in a positive manner in communications with staff, parents, and the community.
- Maintains proper professional attire for a classroom setting.

Education and Experience:

High school diploma or equivalent required. Must hold a valid Illinois Paraprofessional License.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use the computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
Climbing/Stooping/Kneeling::			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Note:

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee’s supervisor necessitate change, evaluation and modification of job descriptions may be required.