

## Joliet Township High School District 204

**Position Title:** Paraprofessional: Catalyst

**Qualifications:**

1. Valid Illinois Professional Educator License with Stipulations: Paraprofessional (PLS-Paraprofessional)
2. Related experience to performance responsibilities
3. Such alternatives to the above qualifications as the Board may find acceptable

**Reports To:** PPS Coordinator

**Job Goal:** To provide instructional assistance, technical support, and participate as requested by the Catalyst program facilitator in order to support the social-emotional growth and educational progress of students following a severe behavioral incident.

### **Performance Responsibilities**

#### PLANNING AND PREPARATION

- Monitor functioning of technology equipment and report concerns regarding equipment to appropriate staff in a timely manner.
- Assist in the preparation of instructional materials including but not limited to visual aids, bulletin boards, or room displays.
- Coordinate and monitor daily meal information as required by food services staff.
- Keep accurate attendance records as directed.
- Collect student work and monitor for completion as directed.
- Observe and record data related to student interactions, initiatives, etc.
- Maintain and organize student data files as directed.

#### SCHOOL ENVIRONMENT

- Supervise and assist arrival and departure of students as directed.
- Supervise students in various settings as directed.
- Escort students to various settings throughout the building as requested.
- Model, prompt, and reinforce appropriate social behaviors.
- Assist in the follow through of planned behavior interventions.
- Provide physical proximity for students when needed.
- Supervise classes or small groups, monitoring and reinforcing appropriate behaviors.
- Answer questions or aid students and staff as requested.
- Prompt students as needed to ensure thorough completion of reflection packets or other assigned tasks.
- Assist with monitoring of community service assignments throughout the school building.
- Supervise or assist students as needed or directed.

#### INSTRUCTION.

- Assist program facilitator with maintaining inclusive, learner-centered environments.
- Supervise guided or independent practice in the classroom.
- Circulate, answering questions or aiding as requested.
- Prompt students in utilizing previously learned strategies to solve problems and gather information.
- Facilitate students' active participation in cooperative learning groups.
- Actively participate in group sessions with students and program facilitator as requested.
- Design educational material, instructional aides, and activities to support learning under the direction of the program facilitator.
- Under the direction of the program facilitator, review lessons, reinforce instructional concepts, and provide drill and practice opportunities with individuals or small groups of students.
- File, summarize, or otherwise organize student work.
- Supervise or assist students using technology tools.

**PROFESSIONAL RESPONSIBILITIES:**

- Establish a positive rapport with students, staff, and families.
- Assist program facilitators in communication with families if and when directed.
- Consult or meet with deans, counselors, social workers, or other professionals as scheduled or directed.
- Engage in positive solution finding steps to resolve areas of concern.
- Consult with direct supervisor about areas of concern.
- Request direction, instruction, or guidance for new or unfamiliar tasks.
- Refer questions from families or community to the appropriate supervisory staff.
- Respect the legal and human rights of students, their families, and school staff.
- Communicate information to the appropriate personnel in a timely manner.
- Maintain confidentiality of all information about students, families, etc.
- Carry out assigned duties responsibly and in a timely manner.
- Be prompt and regular in attendance.
- Abide by school district/building policies, rules and team standards in all areas.
- Maintain your composure and emotional stability while working with students and staff.
- Work cooperatively with team members.
- Be flexible, willing to listen, experiment, and make changes when needed.
- Participate in professional development and school improvement activities in order to maintain professional growth.
- Demonstrate the ability to perform physical tasks associated with job.
- Demonstrate the ability to perform activities that utilize the necessary technology tools available including web-based systems (e.g. check email, complete work orders, etc.).
- Interpret and translate if bilingual and when available.
- Perform other duties as assigned by supervisor.

**Terms of Employment:** Annual (10) month contract.

**Salary:** Salary to be determined in accordance with the Paraprofessional Agreement.

**Evaluation:** Performance on job responsibilities will be evaluated annually by the supervisor in accordance with Board policy and the Collective Bargaining Agreement.

**05/2022**