

Joliet Township High School District 204

Position Title: Paraprofessional: Security

Qualifications:

1. High School Diploma
2. Good Health and physical fitness for patrolling buildings
3. Related experience to performance responsibilities
4. Such alternatives to the above qualifications as the Board may find acceptable

Reports To: Assistant Principal/Security Supervisor or Director of Alternate School

Job Goal: To assist in providing adequate building supervision in order to maintain a safe and controlled environment in support of JTHS.

Performance Responsibilities

SCHOOL ENVIRONMENT

- Supervise and assist arrival and departure of students, by meeting buses or supervising entries, exits and grounds each day.
- Supervise halls, washrooms, cafeteria, study halls, in-building suspension centers and school grounds as assigned.
- Assist in escorting students to and from Deans' Offices as needed.
- Responsible for scheduling and taking student and staff I.D. pictures.
- Report to Deans and/or supervisors regarding problems arising related to school security and control.
- Model, prompt, and reinforce appropriate social behaviors.
- Supervise classrooms or small groups, reinforcing appropriate behaviors.
- Appropriately intervenes in confrontations between students.

PROFESSIONAL RESPONSIBILITIES

- Establish a positive rapport with students, staff, and families.
- Consult or meet with teachers or other professionals as scheduled or directed.
- Participate in meetings by contributing information, ideas, and assistance.
- 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 channels.
- 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.

03/01/2013