

Joliet Township High School District 204

Position Title: Paraprofessional: Detention

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 adequate classroom supervision in order to maintain a safe and orderly environment, monitoring of reflection packet completion, documentation, and parental communication as necessary to maximize effectiveness of the Detention room.

Performance Responsibilities

PLANNING AND PREPARATION

- Assist in the preparation of instructional materials including but not limited to reflection packets, or room displays.
- Coordinate and monitor daily meal information as required by food services staff.
- Keep accurate attendance records.
- Ensure that students receive the appropriate reflection packet for their detention assignment.
- 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 the detention room.
- Maintain accurate attendance of students by checking students in at the beginning of each period following the protocols established by the PPS Coordinator.
- Report to Deans and supervisors regarding problems arising related to school security and control.
- Model, prompt, and reinforce appropriate social behaviors.
- 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.
- Supervise or assist students as needed or directed.

INSTRUCTION.

- Supervise independent completion of assigned reflection packets.
- Circulate, answering questions or aiding as requested.
- Ensure appropriate completion as directed by PPS Coordinator and other PPS staff members.
- Other duties as determined to be necessary and assigned by PPS Coordinator.

PROFESSIONAL RESPONSIBILITIES:

- Establish a positive rapport with students, staff, and families.
- Communicate with families of students who are in attendance at school but do not attend an assigned detention.
- 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. Daily hours: 9:20 AM – 4:20 PM

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