

## **Joliet Township High School District 204**

**Position Title:** Paraprofessional: School-Wide/Computer Support

### **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:** Assistant Principal

**Job Goal:** To provide instructional assistance in an effort to facilitate the educational progress and growth of students in support of the department and JTHS.

### **Performance Responsibilities**

#### **PLANNING AND PREPARATION**

- Prepare and maintain computer labs for student and teacher use as required.
- Demonstrate knowledge in operating systems software such as Windows and networking utilities and perform as a resource for answering questions from students and instructors about successful usage.
- Demonstrate expertise in basic computer software application (word processing, spreadsheets, presentation) and perform as a resource for answering questions from students and instructors about successful usage.
- Manage requests for classroom resources available for temporary use including but not limited to laptops, cameras, DVD players, SMART hardware through software (AV/Lab scheduler) and or other means.
- Assist in scheduling, distribution and retrieval of AV materials and technology devices.
- Assist in the cleaning, maintenance and storage of AV materials and technology devices.
- Report concerns regarding technology equipment to appropriate staff in a timely manner.
- Assist in the construction and/or assembling of bulletin boards or other lab displays.
- Copy, order, arrange, or gather materials as directed.

#### **SCHOOL ENVIRONMENT**

- Effectively assist in efforts to prevent tampering, damage or other misuse of computers by students.
- Model, prompt, and reinforce appropriate social behaviors.
- Supervise study halls as needed.

#### **INSTRUCTION**

- Assist teachers and students with use of/or problems with AV and technology equipment.
- Answer questions or provide assistance to students and staff as requested.
- Monitor students' progress in working with instructional programs and materials as required by the instructor.
- Help students implement organization skills.
- Supervise or assist students using Internet tools.

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 teacher or other 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 or teacher.

**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.

03/11/2013