

Rich Township High School District 227

Position Description

Job Title: Paraprofessional /In-School Suspension
Reports To: Associate Principal (Operations)
Terms of Employment: 10 month, part-time employment.
Hourly salary as established by the Agreement
FSLA Status: Non-Exempt

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Meets Illinois State Board of Education certification requirements.
 - a. Must have a current Paraprofessional License and Substitute License
2. Positive interpersonal and effective public relation skills.
3. Must be willing to assist students in a variety of situations.
4. Knowledge of computers and ability to learn new systems.

JOB GOAL

To supervise students to maintain a safe and secure learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Supervise students assigned to in-school suspension.
2. Reinforce school discipline policy.
3. Establish positive relationships with students.
4. Tutor small group and individual students.
5. Assess student work.
6. Assist with before and after school supervision.
7. Confer with teachers and deans to facilitate student needs.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and use hand and fingers to operate a computer keyboard and telephone. Frequent sitting and occasional walking are also required.

REVISED DATE: SEPTEMBER 2014