

Job Title: Enrollment Para-Professional

Reports To: Principal, Assistant Principal, Classroom Teacher

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Approved By: Superintendent

Function: Enrollment Para-Professionals work closely with the classroom teacher. He/she shall demonstrate the ability to maintain the assigned work to the standards indicated within the areas of classroom environment, instruction, professional responsibilities and other assigned duties.

Qualifications:

- High School Diploma or Equivalent
- License from Illinois State Board of Education PA 097-0067
- Must pass State required physical exam and background checks

Responsibilities:

- Assist students in hallways, washroom breaks and transitioning between classes
- Supervise students at lunch and or recess
- Model, prompt, and reinforce appropriate social behaviors and self-management skills
- Assist in the follow through of planned behavior interventions by providing reinforcement utilizing established program models or individual behavior plans
- Follow guidelines and procedure related to personal safety, keeping a safe classroom environment
- Escort students to various settings throughout the building as requested
- Assist teachers with maintaining inclusive, learner centered environments by assisting in activities to support learning under direction of classroom teacher
- Circulate, answer questions or provide assistance as requested to all learners in all settings
- Prompt students in utilizing previously learned strategies to solve problems and gather information
- Under the direction of the teacher, review lessons, reinforce instructional concepts, and provide appropriate accommodations
- Facilitate strategies for students to develop positive behaviors
- Monitor and assist students in using supportive equipment
- Establish a positive and appropriate rapport with students and staff
- Consult or meet with teacher or other professionals as scheduled or directed
- Engage in positive solution finding steps to resolve areas of concern
- Seek advice, instruction and direction regarding new, unfamiliar, or complex tasks
- Refer questions from parents or community to the appropriate channels and maintain professional boundaries
- Maintain confidentiality by communicating student information to the appropriate people
- Be prompt and have regular attendance
- Abide by school district/building policies and rules in all areas
- Perform other duties as assigned