

ELL Paraprofessional

Primary Function

To provide support to one or more students learning the English language enabling them to receive greater benefit from the district's instructional program.

Organizational Relationships

The ELL Paraprofessional receives direction from the ELL teacher, the classroom teacher, and reports to the building administration.

Qualifications

- Hold a valid State of Illinois teaching certificate (preferred), substitute certificate or NCLB Paraprofessional Approval
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the school building and playground
- Ability to lift and position students weighing up to 50 pounds using proper 1-man lift techniques
- Ability to lift and position students weighing more than 50 pounds using proper 2-man lift techniques
- Ability to speak, write, read and understand English
- Ability to participate in District 39 approved behavior management procedures, Crisis Prevention Institute training (CPI) and to apply training in crisis situations including student restraints as needed

Performance Responsibilities

1. Under the supervision of the teacher, work with student or students to reinforce concepts initially introduced by the ELL teacher.
2. Assist student(s) in organizing tasks, schedules, materials or assignments.
3. Establish a positive and supportive relationship with the student(s) which encourages independent functioning rather than dependency.
4. Assist the teacher in the implementation of special strategies for reinforcing the skills of individual students based on their needs, interests or abilities.
5. Help students operate and care for equipment or instructional materials assigned by teacher.
6. Distribute and collect workbooks, papers, and other materials for instruction.
7. Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assist with the supervision of student(s), including during emergency drills, assemblies, recess, lunchtime, trips to the office or nurse, or field trips.
9. Supervise students as assigned during arrival to and dismissal from school.
10. Check notebooks, correct papers, and supervise testing and make-up work, as assigned by the teacher.
11. Assist with such large group activities as drill work, reading aloud, and storytelling.
12. Read to students, listen to students read, and participate in other forms of oral communication with students.
13. Support established building, classroom and behavior management procedures.
14. Alert the teacher to any problem or special information about the assigned student(s).
15. Maintain a high level of ethical behavior and confidentiality of information about students.
16. Participate in in-service training programs, as assigned.
17. Responsible for any data collection and facilitating accommodations as required by classroom teacher.
18. Perform other duties that may be assigned by the building administrator.

Terms of Employment

184 work days. Salary and work year established by the Board of Education and Support Council Agreement.

Evaluation

Performance will be evaluated in accordance with the Support Council Agreement.

4/26/12