Title: ESE / ESOL Para (Full time) Reports To: ESE / ESOL Facilitator

Company Overview
New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice.

Position Summary
To assist the ESE/ESOL Para with specific Exceptional Student Education (ESE) program through instructional/developmental programs.

Key Responsibilities
- Support NBHS by attending community service and outreach activities throughout the year
- Assists in maintaining student records, preparing and distributing teaching materials, and grading ESE / ESOL student assignments.
- Supervision of students during meal times, during special programs/classes, staffing, fieldtrips, loading and unloading of buses
- Reinforcement of instruction to students and small groups in various situations and programs, and tutoring, under supervision
- Ensures classroom environment and other areas of instruction are designed for the overall safety, care, and enrichment of the students
- Requires behavioral monitoring and/or assisting with Crisis Prevention Intervention team
- Classroom assistance will be required in preparing projects, reinforcement of discipline, and assistance with daily living skills
- Enhance instructional materials through use of technology, which will aid in other assigned tasks
- Assist with recruiting and retaining students by visiting the communities where students live

Minimum Qualifications
Requirements
- Graduation from an accredited high school or completion of GED and sixty (60) or more credit hours or an Associate’s degree or higher from an accredited post secondary school or a passing score on the Para Pro exam.
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to operate standard office equipment
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Valid Florida driver's license, reliable transportation, valid automobile insurance

Key Competencies
- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
NEW BEGINNINGS HIGH SCHOOL
POSITION DESCRIPTION

- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies.
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds
- Demonstrate critical thinking skills
- Demonstrate problem solving skills

The ESE / ESOL Para must demonstrate commitment to the mission and vision of New Beginnings High School by providing world-class academic support to the ESE / ESOL customers at NBHS as well as provide support to NBHS staff in insuring a safe environment for all customers. The ESE/ESOL Para will work collaboratively with the Principal, administration, ESE/ESOL Facilitator and faculty in all their objectives through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Working Conditions

Environment
Requires working indoors or remotely in an environmentally controlled office setting. Requires sitting for the majority of the day.

Physical Requirements
Generally the job requires 40% sitting, 20% walking and 40% standing. Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.
The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee Name (print)__________________________
Employee Signature ______________________________
Date _____________________

Principal (print)_________________________________
Principal Signature _________________________________
Date _____________________