

NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

Title: ESE/ESOL Para

Reports to: Director of Academic Affairs /Pilot Director

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. New Beginnings High Schools offer both virtual and brick and mortar options for students.

Position Summary

The ESE/ESOL Para at New Beginnings High School contributes to the mission and vision by ensuring customers get to and from school in a safe and timely manner. Attendance is necessary for customers to reach their goals.

Key Responsibilities

- 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, field-trips, 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.
- Support NBHS by attending community service and outreach activities throughout the year
- Provide excellent customer service to internal and external customers
- Make home visits as needed
- Assist with sanitizing all campus common areas, and cleaning restrooms
- Reinforce social distancing by all customers, NBHS staff, and visitors
- Ensure that all visitors are following CDC and NBHS guidelines of wearing a facial covering
- Perform other duties as assigned
- Supports all NBHS staff and customers in both face to face and virtual settings

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The ESE/ESOL Para must demonstrate commitment to the mission and vision of New Beginnings High School in the transportation of students 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

Minimum Qualifications

Requirements

- Associates degree or Para professional exam certificate
- Knowledge of basic documentation procedures to complete reports
- Background check and fingerprinting clearance
- Valid Florida driver's license, reliable transportation, and valid automobile insurance

Key Competencies

- Adapt to changing work priorities
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Set high expectations, contributing positively to NBHS culture

Working Conditions

Environment

Requires working indoors and outdoors. Requires sitting, standing, walking, bending, stooping, and climbing. This is a 12 month non exempt position that may require travel.

Physical Requirements

Generally the job requires 40% sitting, 20% walking and 40% standing. Driving a school bus, sitting, standing, walking, stooping and climbing. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

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Health and Safety

Personal Protective Equipment (face masks, face shields, gloves, etc.) will be required for all New Beginnings High School staff to reduce the risk of transmission of any virus such as COVID-19 and better ensure the health, safety, and well-being of all students, staff, and faculty.

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 _____

Direct Supervisor / Principal (print) _____

Direct Supervisor / Principal Signature _____

Date _____