



Maine Township High School District 207

Dr. Kenneth Wallace
Superintendent

District 207 Administration Center
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February 7, 2018

PLEASE POST THIS NOTICE IN THE MAIN OFFICE AND DEPARTMENTAL OFFICES

TO: All District 207 Professional Staff
Dr. Mike Pressler, Maine East
Mr. Shawn Messmer, Maine South
Dr. Audrey Haugan, Maine West
Ms. Deborah Larsen, Director for Special Education
All Department Chairpersons

FROM: Greg E. Dietz, Assistant Superintendent for General Administration

SUBJECT: **ELL/BE TEACHER ASSISTANT – MAINE WEST – 2017-2018**

Qualifications and Job Expectations are:

- Must meet requirements for Illinois State Board of Education Paraprofessional Approval
- Bachelor's Degree preferred
- Language(s) other than English preferred (speaking, reading and writing knowledge), including Spanish
- Strong communication skills in English and Spanish (speaking reading and writing knowledge)
- Ability to communicate respectfully/effectively with adolescents, teachers and parents
- Understanding of adolescent behavior and how it is impacted by factors such as new language, new country, new school, etc.
- Willingness to assist **all** students including but not limited to those who are English Language Learners
- Ability to work as a member of a team with strong interpersonal and organizational skills
- Flexibility with a willingness to work in a variety of classroom environments
- Flexibility to be on-call for translation/interpretation when necessary
- Ability to organize and manage study groups, 1:1 tutoring, and content area testing
- Ability to assist with the implementation of both academic and behavioral intervention plans
- Ability to assist teachers with clerical tasks
- Other responsibilities as assigned by Department Chair

This is a 10-month position with hours from 7:30 a.m. – 3:30 p.m. The salary will range from \$18.44 - \$22.02 per hour for a 37.5 hour work week. Starting salary will be determined based on previous teaching or teacher assistant experience. This vacancy is being posted inside and on the district website.

Letters of interest may be sent to Alan Matan, Foreign Language/ELL Department Chair at Maine West High School **on or before Wednesday, February 21, 2018**. Applicants for this position must also apply online at:

<http://www.generalasp.com/D207/onlineapp/>

“As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant”

ELL BE TA West 2/7/18