



## VACANCY NOTICE

**POSITION:** Paraprofessional - Blended Learning  
**LOCATION:** Belvidere High School  
**START DATE:** August 18, 2025  
**HOURS:** 7 hours per day  
**SALARY:** Currently \$16.50/hour ([CBA Agreement](#)-See Article 11) **\*\*PENDING CBA AGREEMENT\*\***  
**BENEFITS:** Blue Cross Blue Shield Booklet [English](#) / [Spanish](#)  
**QUALIFICATIONS/EXPERIENCE:** [Educator Licensure - Paraprofessional](#)  
**Requirements for [Paraprofessional License](#) (renewed every five (5) years):**

- At least 19 years of age to serve students in prekindergarten through grade 12.
- **Beginning January 1, 2023**, you may qualify for the ELS-Paraprofessional license by meeting the requirements outlined below at age 18 but only may serve in prekindergarten through grade 8.
- **One** of the following required:
  - Associate's degree or higher
  - 60 semester hours of coursework
  - High School Diploma or GED **and** a score of 460 or higher on the ETS Parapro
  - High School Diploma or GED **and** the following scores on the ACT Workkeys:
    - Applied Mathematics/Applied Math (with a score of 4)
    - Reading for information/Workplace Documents (with a score of 4)

**Short-Term Approval Requirements (valid for three (3) years):**

- High School diploma (or equivalent) or higher
- While working on an approval, educator must be fulfilling requirements for the full license
- Applications are available until June 30, 2025 and may not be renewed

Qualified applicants should complete an online application at [www.district100.com](http://www.district100.com). All **current employees must** submit an application within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

**Human Resources Department  
Belvidere Community Unit School District 100  
1201 Fifth Avenue  
Belvidere, IL 61008**

Posting: April 15, 2025

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital

1201 Fifth Avenue, Belvidere, IL 61008 (815)-544-0301 [www.district100.com](http://www.district100.com)



## **Job Description**

**Position:** Blended Learning Student Supervisor

**Reports to:** Principal/Assistant Principals

**Qualifications:** High School Diploma  
Educator License with Stipulations (ELS) / Paraprofessionals  
Experience working with age-appropriate students

**Terms of Employment:** 9-month position

**Basic Function:** Under the direction of the school administrators, maintains optimum student supervision and assistance in common spaces (cafeteria, library, hallways, restrooms, and grounds) as assigned by the administration.

### **Performance Responsibilities:**

1. Knowledgeable of school rules and procedures as they appear in the Belvidere Community Unit School District 100 handbooks. Assists administration by enforcing school rules, policies and procedures.
2. Report students in non-compliance with the rules and regulations to the assistant principals.
3. Responsible for monitoring conduct and control of students present in common spaces to include the library, cafeteria, hallways, restrooms, and exits and entrances of the building.
4. Supervises hallways verifying student hall passes and reports to the assistant principals' students in the hallways and restrooms without authorization.
5. Supervises blended and traditional study halls, as assigned
6. Monitor school parking lots reporting students in non-compliance with the rules and regulations to the assistant principals.
7. Observe and view the school surveillance system reporting suspicious behavior of students to the assistant principals.
8. Patrol areas to prevent fire, theft, vandalism and illegal entry.
9. Works cooperatively with students, staff, and administration in maintaining students' welfare, health, and safety.



10. Carries out specific assignments as directed by the principal and/or assistant principals.
11. Establishes and maintains a positive relationship with students and staff.
12. May perform other related duties from time to time as assigned.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the Evaluation of Professional Personnel.