



Jersey Community Unit School District No. 100

100 Lincoln Ave., Jerseyville, IL 62052

618-498-5561

Job Description

Position:	Paraprofessional - Special Education
School Year:	2021-22

Job Summary

The special education paraprofessional works under the general supervision of the principal and special education director. With direct supervision from a special education teacher, the paraprofessional provides assistance in implementing plans and programs related to the academic, behavior, or functional skill attainment for students participating in special education programs. The qualified candidate functions as a member of the educational and therapeutic team.

Duties

1. Prepare and organize materials for small group and individual instruction
2. Works with teachers and therapists to learn instructional/educational strategies as well as discuss student programs and needs
3. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using variety of methods as directed by certified staff
4. Adhere to school policies and procedures
5. Respond to students' questions and requests for assistance
6. Monitors and is aware of medical needs of students, medical concerns and responds to emergencies as needed
7. Observe and record students' time on task when needed
8. Assist students in locating prescribed instructional materials and starting their assignments
9. Work with individual students or small groups of students to reinforce learning of material and skills introduced
10. Help students' master equipment or instructional materials assigned by teacher
11. Provide individualized instruction activities using materials and sequences selected by the classroom teacher
12. Identify pupil needs and provide instruction appropriate to those needs
13. Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
14. Establish a supportive relationship with the student to provide a positive classroom experience
15. Serves as a resource person to the special education team as needed
16. Able to work as part of team
17. Maintains professional documentation including daily notes to families, data collection of students performance on academic tasks and behavioral logs
18. Participates in direct supervision of students and assistance with activities in daily living, including toileting and/or feeding assistance as needed
19. Interpret for students utilizing the students preferred mode of communications
20. May be responsible for providing communication access through sign language in a wide range of instructional settings within an educational program

- 19. Attend faculty meetings as required
- 20. Perform other duties as assigned

Physical Demands

The qualified candidate must have no physical limitations. The candidate must be able to lift. Additionally, the candidate will be trained and must be able to participate in the Crisis Prevention Institute (CPI) model of behavior management. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Minimum Qualifications

Must hold a professional educator license or license with an endorsement as a paraprofessional through the Illinois State Board of Education. <https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>

Disclaimer

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Coaching Opportunities

There may be coaching opportunities for the selected candidate.

Application Procedures

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at lisa.schuenke@jersey100.org:

Internal Candidate

- Formal letter of interest

External Candidate

- Formal letter of interest
- Resume
- Three letters of reference
- [Employment Application](#) *(Not applicable for long-term subs)*

(Educators / Coaches - Include all items below that apply)

- Proof of Licensure in the State of Illinois as an educator *(teachers, paraprofessionals)*
- Unofficial transcripts *(Educators Only)*
(Applicant should have official transcripts sent from the institution when requested by District)

- ASEP Certification (*Coaches Only*)

Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. An FBI fingerprint/background check will be required of all candidates who are hired.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations may contact the Office for Civil Rights. Any person having questions regarding the above is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Alan Churchman or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.

9/14/2021