



Jersey Community Unit District No. 100

100 Lincoln Ave. - Jerseyville, IL 62052 / Phone: 618-498-5561 / Fax: 618-498-5265

VACANCY NOTICE FOR SCHOOL YEAR 2018-2019

Prekindergarten Paraprofessional

Job Summary

The person in this position works within the Preschool for All Grant providing services in a blended prekindergarten classroom under the direction of the classroom teacher. The classroom paraprofessional provides direct and indirect instructional service for general education students, as well as students who are at-risk for social, behavioral, and/or academic failure. The person in this position functions as a member of the district early childhood team. This position begins the 2nd semester of the 2018 -2019 school year at West Elementary.

- Maintains accurate records and documentation
- Works with the teacher to plan and facilitate family events and activities
- Assists with recruitment of children and families
- Assists with Student Information System data tracking input
- Utilizes time both before and after school to provide for the family components of the program
- Assists with Child Find & prekindergarten screenings
- Facilitates parenting skills classes and/or provides childcare for daytime and evening activities
- Assists with prekindergarten classroom support, parent contacts, and parent activities
- Possesses basic computer skills required for data entry for attendance, milk/lunch program, parenting activities, assessments, and other academic or programmatic data collection
- Provides instructional services under the supervision of certified teacher, including lesson planning, providing small group and individualized instruction, as well as preparing for classroom sessions
- Provides support and services for assisting with basic needs of students, including toileting needs
- Assists teachers with the implementation of a student's Individual Education Program (IEP)
- Maintains anecdotal notes and gathers assessment information daily
- Organizes communication notes to and from parents daily
- Monitors and supports medical concerns and needs of students, and responds to emergencies
- Utilizes time both before and after school to provide for the instructional components of the student's day, as well as meet any classroom needs as determined by the teacher
- Works with parents and families in cooperation with the teacher providing parenting skills development by planning activities, providing childcare for after-school activities, participating in home visiting as assigned, planning and implementing student programs, and record keeping
- Works with teachers and therapists to learn instructional/educational strategies
- Adheres to school policies and procedures
- Completes any other essential duties that may be assigned

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 so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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>

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 Candidates

- Formal letter of interest

External Candidates

- 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. Please know that the 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 (race/color/national origin), Title IX (sex), the Age Discrimination Act (age), Section 504 (disability), or Title II of the ADA (disability), may contact the Office for Civil Rights.