



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 2019-2020

Paraprofessional – Special Education

Job Summary

The special education paraprofessional provides comprehensive direct care and instructional services for students with special needs in a cross categorical classroom. The qualified candidate functions as a member of the educational and therapeutic team.

- Provides instructional services under the supervision of certified teacher, including lesson planning, providing small group and individualized instruction, as well as preparation for classroom sessions
- Assists teachers with the implementation of Individual Education Program (IEP)
- Works with teachers and therapists to learn instructional/educational strategies as well as discuss student program and needs
- Assists with the physical demands of functional life skills and academic skills, in school and community settings
- Maintains professional documentation including daily notes to families, data collection of students performance on academics tasks, and behavioral logs
- Participates in direct supervision of students and assistance with activities in daily living, including toileting assistance as needed
- Monitors and is aware of medical needs of students, medical concerns and responds to emergencies as needed
- Utilize 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
- Adhere to school policies and procedures
- Complete any other essential duties that may be 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.

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>

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 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. A State/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. 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.