



Jersey Community Unit School District No. 100

100 Lincoln Ave., Jerseyville, IL 62052

618-498-5561

Job Description

Position:	Paraprofessional
School Year:	2023-24 _ 2024-25

Job Summary

The paraprofessional performs many duties both individually with students and organizationally in the classroom, and works with teachers on general classroom lessons, activities, clerical duties, or one-on-one with students who have special needs or disabilities. The paraprofessional functions as a member of the educational team and works under the supervision of the classroom teacher and building principal. A paraprofessional position may be transferred from one environment to another based on need. (See specific duties below.)

General Duties

1. Provide instructional services under the supervision of certified teacher, including lesson planning, providing small group and individualized instruction, as well as preparation for classroom sessions
2. Perform clerical duties as assigned
3. Work with teachers to learn instructional/educational strategies as well as discuss student progress and current needs
4. Maintain professional documentation including daily notes to families and data collection of students performance on academics tasks
5. Participate in direct supervision of students and assistance with activities as needed
6. Monitor and be aware of medical needs of students, medical concerns and responds to emergencies as needed
7. Assist classroom teachers in providing for the social, emotional, and physical needs of students
8. 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
9. Maintain confidentiality in all matters relating to students
10. Adhere to school policies and procedures
11. Attend faculty meetings and training as required
12. Complete any other essential duties that may be assigned

Specific Duties Based on Current Need and Placement

BUILDING PARAPROFESSIONAL:

This person works under the supervision of the building administrator(s) and classroom teacher, and may serve in multiple classrooms; monitor students in halls, lunchroom, playground, arrival and departure from school, in-school detention, and study hall.

1. Provide instructional services under the supervision of certified teacher, including lesson planning, providing small group and individualized instruction, as well as preparation for classroom sessions
2. Work with teachers to learn instructional/educational strategies as well as discuss student progress and current needs
3. Maintain professional documentation including daily notes to families and data collection of students performance on academics tasks
4. Participate in direct supervision of students and assistance with activities as needed
5. Monitor and be aware of medical needs of students, medical concerns and responds to emergencies as needed
6. 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

7. In the in-school detention setting, maintain attendance; reviews in-school detention policies, procedures, and student expectations with students daily; observes and monitors students' progress and social behavior and report to administrators, teachers, and school, counselors; check student work, review progress, and report to teacher; accompany students to and from buses and supervise lunch period; provide discipline as appropriate
8. In the study hall setting, supervise at all times; determine seat assignments; maintain an effective learning climate; maintain attendance; track location of assigned students who leave the room (restroom, counselor, teacher, etc.); address behavior issues with teacher or administration; provide guidance, communicate expectations, and show an active interest in student progress; and provide assistance with assignments.

TITLE I PARAPROFESSIONAL:

This person works under the supervision of the classroom teacher and building principal and is funded by Title I.

1. Under the supervision of a certified teacher, provides academic support and instructional services for students who are not meeting grade level expectations in reading and/or mathematics, including lesson planning, providing small group and individualized instruction, as well as preparation for classroom sessions
2. Works with teachers to learn instructional/educational strategies as well as discuss student progress and current needs
3. Maintains professional documentation including daily notes to families and data collection of students performance on academics tasks
4. Participates in direct supervision of students and assistance with activities as needed
5. Monitors and is aware of medical needs of students, medical concerns and responds to emergencies as needed
6. 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

PRE KINDERGARTEN PARAPROFESSIONAL:

This person works within the Preschool for All grant under the direction of the Director of Special Education and Early Childhood, building principal, and classroom teacher, and functions as a member of the district early childhood team.

1. Under the supervision of a certified teacher, provide direct and indirect instructional services for general education students, as well as students who are at-risk for social, behavioral, and/or academic failure
2. Prepare and organize materials for small group and individual instruction
3. Works with the teacher to plan and facilitate family events and activities and/or provides childcare for daytime and evening activities
4. Utilizes time both before and after school to provide for the family components of the program, for the instructional components of the student's day, and meet any classroom needs as determined by the teacher
5. Works with teachers and therapists to learn instructional/educational strategies as well as discuss student programs and needs
6. Possesses basic computer skills required for data entry for attendance, lunch program, parenting activities, assessments, and other academic or programmatic data collection
7. Assists with recruitment of children and families
8. Assists with Student Information System data tracking input
9. Assists with Child Find and Prekindergarten Screenings
10. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using a variety of methods as directed by certified staff
11. Provides instructional services under the supervision of the licensed teacher, including lesson planning, providing small group and individualized instruction, as well as preparing for classroom sessions
12. Provides support and services for assisting with basic needs of students, including toileting needs
13. Assist teachers with the implementation of a student's Individual Education Program (IEP)
14. Organize communication notes to and from parents daily
15. Monitors and supports medical concerns and needs of students, and responds to emergencies
16. Respond to students' questions and requests for assistance
17. Monitors and is aware of medical needs of students, medical concerns and responds to emergencies as needed
18. Observe and record students' time on task when needed
19. Assist students in locating prescribed instructional materials, starting their assignments and master equipment or instructional materials assigned by teacher
20. Work with individual students or small groups of students to reinforce learning of material and skills introduced
21. Provide individualized instruction activities using materials and sequences selected by the classroom teacher
22. Identify pupil needs and provide instruction appropriate to those needs
23. Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
24. Establish a supportive relationship with the student to provide a positive classroom experience

25. Ability to work as part of team
26. Maintain professional documentation including daily notes to families, data collection of students performance on academic tasks and behavioral logs
27. Participate in direct supervision of students and assistance with activities in daily living, including toileting and/or feeding assistance as needed

SPECIAL EDUCATION PARAPROFESSIONAL:

This person is under the direction of the Director of Special Education, Special Education Coordinator, building principal, and classroom teacher.

1. Under the direction of the certified teacher, provide assistance in implementing plans and programs related to the academic, behavior, or functional skill attainment for students participating in special education programs
2. Prepare and organize materials for small group and individual instruction
3. Works with teachers and therapists to learn instructional/educational strategies as well as discuss student programs and needs
4. 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
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

SPECIAL EDUCATION ALTERNATIVE SCHOOL/SOCIAL EMOTIONAL PARAPROFESSIONAL:

This person is under the direction of the Director of Special Education, Special Education Coordinator, building principal, and classroom teacher.

1. Provide academic support for individual or small groups of a diverse range of students in grades 6-12; monitor practices and related activities to assist in implementing, continuing or expanding practices to raise student achievement.
2. Assist in the development of positive behavioral support and educational plans for identified students; assist in implementing lessons and preparing instructional materials; assist in setting up work areas as needed.
3. Assist in the observation of students' curricular performance, record behavioral data, and implement support activities as identified by the special education teacher; maintain daily records of student performance under direct supervision in order to assist students to achieve their personal best.
4. Maintains professional documentation including daily notes to families, data collection of students performance on academics tasks, and behavioral logs.
5. Observe and assist in emergency situations involving aggressive or uncontrolled behavior of identified students according to approved CPI (Crisis Prevention Intervention) procedures as trained; provide input as requested following emergency behavioral incidents, and report progress regarding student performance and behavior to assist students to achieve their personal best.
6. Monitors and is aware of medical needs of students, medical concerns and responds to emergencies as needed.
7. Implement positive behavior intervention strategies for students; model identified behavioral techniques including positive behavior interventions and reinforcement strategies as identified by the special education teacher.
8. Participate in and attend in-service, structured and other specialized training, related to but not limited to, strategies for working with behavioral and educational needs of students, behavior

management instructional curriculum and other areas assisting the teacher in providing high quality education to the students.

Skills

1. Effective oral, written, and visual communication skills with adults and children
2. Understanding of basic principles of childhood development
3. Familiarity with educational software or willingness to learn

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 *(Teachers and Paraprofessionals 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. Cory Breden or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.