



## Crete-Monee School District 201-U

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### JOB DESCRIPTION

#### **Title: Paraprofessional - Elementary Special Education Instructional**

##### **Purpose Statement**

We are seeking a dedicated and compassionate Paraprofessional to support our Elementary Special Education Instructional team. In this role, you will assist the classroom teacher in providing specialized instruction and support to students with diverse learning needs in a self-contained special education classroom. Your primary objective will be to help create a positive and inclusive learning environment that promotes the academic, social, and emotional growth of each student.

##### **Reports To**

Building Principal and/or Director of Special Education

##### **Essential Functions & Job Responsibilities**

###### **Support Individualized Education Plans (IEPs):**

- Assist in the implementation of IEPs by working with students individually or in small groups.
- Help monitor and document student progress towards IEP goals.

###### **Instructional Support:**

- Aid in modifying and adapting curriculum materials to meet individual learning styles, abilities, and needs.
- Utilize a variety of instructional strategies and accommodations to support student engagement and learning.

###### **Classroom Management and Support:**

- Help establish and maintain a positive and inclusive classroom environment that fosters respect, empathy, and understanding among students.
- Assist in implementing behavior management strategies and interventions as directed by the teacher.

**Progress Monitoring and Assessment:**

- Support the teacher in regularly assessing student progress and adjusting instruction accordingly.
- Help maintain accurate records of student performance, attendance, and behavior.

**Collaboration and Communication:**

- Work collaboratively with the classroom teacher, general education teachers, support staff, and specialists to ensure coordinated and cohesive support for students with disabilities.
- Communicate regularly with the classroom teacher regarding student progress and any concerns.

**Professional Development:**

- Participate in ongoing professional development activities to enhance knowledge and skills related to supporting students with diverse learning needs.

**Job Requirements: Minimum Qualifications**

- Valid Paraprofessional License
- Experience working with students with special needs in an educational setting preferred.
- Strong understanding of different learning styles and abilities.
- Excellent communication and collaboration skills.
- Patience, empathy, and a genuine desire to support the academic and personal growth of students with special needs.
- Ability to adapt instructional strategies and materials to meet individual student needs.
- Strong organizational skills and attention to detail.

**Terms of Employment**

Salary and work 180 days (9 months) year as established by the Board of Education and the Association of Crete-Monee Employees through professional negotiations.

**Classification**

This position is classified as a ACME Union, non-exempt Teaching position.

**Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.