



VACANCY NOTICE

POSITION: Paraprofessional- SpEd
LOCATION: Meehan Elementary School
START DATE: TBD
HOURS: 7 hours per day
SALARY: \$17.50/hour ([CBA Agreement](#)-See Article 11)
BENEFITS: Blue Cross Blue Shield Booklet [English](#) / [Spanish](#)
QUALIFICATIONS/EXPERIENCE: [Educator Licensure - Paraprofessional](#)
Requirements for [Paraprofessional License](#) (renewed every five (5) years):

- At least 19 years of age to serve students in prekindergarten through grade 12.
- **Beginning January 1, 2023**, you may qualify for the ELS-Paraprofessional license by meeting the requirements outlined below at age 18 but only may serve in prekindergarten through grade 8.
- **One** of the following required:
 - Associate's degree or higher
 - 60 semester hours of coursework
 - High School Diploma or GED **and** a score of 460 or higher on the ETS Parapro
 - High School Diploma or GED **and** the following scores on the ACT Workkeys:
 - Applied Mathematics/Applied Math (with a score of 4)
 - Reading for information/Workplace Documents (with a score of 4)

Short-Term Approval Requirements (valid for three (3) years):

- High School diploma (or equivalent) or higher
- While working on an approval, educator must be fulfilling requirements for the full license
- Applications are available until June 30, 2026 and may not be renewed

Qualified applicants should complete an online application at www.district100.com. All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008

Posting: August 15, 2025

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status



Job Description

Position: Paraprofessional

Reports to: Classroom Teacher and/or Special Education Teacher
Building Principal
Special Education Supervisor

Qualifications:

1. High school diploma or its equivalent
2. Statement of Approval issued by the ISBE
3. Prior experience, paid or volunteer, with school-age children
4. Ability to lift at least 50 pounds

Terms of Employment: 9 Month Paraprofessional Work Calendar; Hourly Employment

Basic Functions: Paraprofessionals work with direction from both the general and special educators and/or administrators to engage in many different daily responsibilities. Paraprofessionals will support the instruction to children individually, in small groups, and in classroom settings.

Performance Responsibility:

1. Assists certified staff members with the purpose of implementing IEP goals and objectives for individual students or groups of students.
2. Assists certified staff members in implementing lesson plans and developing students' independent function and behavioral skills.
3. Assists with implementation of academic and/or behavior interventions, as requested.
4. Monitors individual students, classroom and/or playground activities, field trips, and job site supervision for the purpose of maintaining a safe and positive environment. This supervision includes emergency drills, assemblies, and lunchroom activities.
5. Facilitate the integration of individual(s) with special needs in various school settings such as Art, Music, Physical Education, and other general education settings.
6. Assist with tasks as assigned by certified staff including, but not limited to recording



7. behavior skills, implementing student accommodations, escorting students, and monitoring student progress.
8. Serves as a source of information and helps substitute teachers assigned in the absence of the regular teacher.
9. Maintains the same high level of ethical behavior and confidentiality of information concerning students, families, and staff that is required of certified staff.
10. Participates in staff development programs, as assigned, or on a voluntary basis.
11. May assist students in or performs: toileting, hygiene, and dressing routines.
12. Performs not related duties as requested from time to time as necessary.
13. Performs other related duties as assigned by general education teacher, special education teacher, special education supervisor and/or building administration.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.