



# Region III Education Cooperative

**Building Relationships**

**Recognizing Differences**

**Reaching Potential**

1800 Storey Lane, Cottage Hills, IL 62018

Phone (618)462-1031 Fax (618)462-1035

**Messina Lenger, Director**

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## JOB POSTING

**JOB SUMMARY:** Region III Special Education Cooperative is seeking a special education paraprofessional with exceptional instruction and communication skills. The qualified candidate functions as a member of the educational and therapeutic team.

**START DATE:** ASAP

**LOCATION:** CLIP Program

**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>  
Please know that the FBI fingerprint/background check will be required of all candidates who are hired.

**JOB DUTIES:**

- Provides instructional services under the supervision of certified teachers, 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)
- 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 academic tasks, and behavioral logs
- Participates in direct supervision of students and assistance with activities in daily living, including toileting and/or feeding assistance as needed
- Monitors and is aware of medical needs of students 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 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. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

**SALARY:**

Region III Salary Schedule

**SCHEDULE:**

7 Hrs. Per day

**DATE POSTED:**

September 11, 2019

**APPLY TO:**

Send Resume to: Messina Lenger, Director  
Region III Special Ed Cooperative  
1800 Story Lane, Cottage Hills, IL. 62018  
Or email [kwieckhorst@region3sec.org](mailto:kwieckhorst@region3sec.org)

**DEADLINE:**

September 20, 2019