

Ewing-Northern
Consolidated School District No. 115

51 North Main St • Ewing, IL 62836
Phone: (618) 629-2181
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Employment Opportunity

December 27, 2022

Dr. Kristin Ing – Principal/Superintendent
Ewing-Northern Grade School

PK-Eighth Special Education Teachers' Aide at Ewing-Northern Grade School.
Please submit an application and resume to the school office before 3:00 p.m. on
Friday, January 6, 2023.

Submit to:

Dr. Kristin Ing
Ewing-Northern Grade School
51 Main Street
Ewing, IL 62836
629-2181

Or by Email:

king@ewinggradeschool.org

Qualifications:

- Minimum of a high school diploma or GED equivalent and the following:
- Must hold a current paraprofessional license (or PEL) with the ISBE or be eligible for one.
 - **One** of the following is required to be eligible for a PEL license:
 - 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 Assessment.
 - High School Diploma or GED **and** passing score on the ACT Workkeys Assessment.
 - **Short-Term Approval Requirements (valid for three (3) years):**
 - High School diploma (or equivalent) or higher
 - While working on an approval, the educator must be fulfilling the requirements for the full license
 - Applications available until June 30, 2025, and may not be renewed
- Maintain certification for Crisis Prevention Institute (CPI) training as needed and/or required.
- Successful completion of fingerprint based criminal background check (IL State Police and FBI), sex offender and violent youth offender screening, and employment physical.

Duties and Responsibilities:

- Provides individual and/or small group instruction in all facets of the curriculum (academic and social emotional) under the direction of the classroom teacher for students in PK-eighth grades.
- Transportation of special education student(s). – District van, not school bus. Complete all necessary requirements for safety training and driving training.
- Supports students and teachers to effectively implement an inclusionary educational philosophy.
- Assists with the student development of organizational, study skills and academic skills.
- Assists the teacher in devising special strategies for reinforcing material skills based on their Individualized Education Plan (IEP).
- Implements and monitors a behavior management program outlined in the classroom and/or IEP.
- Provides support in unstructured settings for students.
- Guides and serves as a resource person to the students in a general education or special education setting.
- Maintains effective communication with school staff.
- Assists with the supervision of students during emergency drills, assemblies, recess and or plan periods, and field trips.
- Checks notebooks, corrects papers and supervises testing and make-up work as assigned by the teacher.
- Assists students with lunch, snack, and cleanup routines if required.
- Assists students with self-care and restroom routines as needed.
- Alerts the teacher to any problems or special information about an individual student.
- Participates in training programs and meetings when requested.
- Maintains regular attendance and punctuality to ensure teamwork and the completion of job duties essential to the daily operation of the school.
- Performs other related tasks as assigned by the superintendent.
- Adheres to a professional code of ethics which includes confidentiality of school-related matters and loyalty to the school district.

Note: The above description is illustrative of most tasks and responsibilities. It is not all-inclusive of every task or responsibility.

Terms of Employment:

- 9 months - school calendar year when students are in attendance and institute or SIP days as requested by the Superintendent.
- Hourly rate approved by the Board of Education.
- Hours 7:30-3:00
- Start Date: January 2023