



Rowe Elementary School
 1420 W Augusta Blvd.
 Chicago, IL 60642
 (773) 799-2730
roweelementaryschool.org

Special Education Classroom Assistant

School Description: Rowe Elementary School, operated by Northwestern University Settlement, prepares students to succeed in and graduate from college by cultivating the desire and expectation to go to college and delivering an academically rigorous curriculum infused with unique social and emotional programming.

Our Mission & Vision: We best serve our students and their families by instilling in them the college mindset — holistically preparing them to successfully navigate the road to college graduation. We believe that our community is full of brilliant young people who, when provided an excellent education, are able to compete at colleges across the country.

Job Description: Rowe Elementary is looking for dedicated staff members to be a part of our Rowe family. Applicants will be selected based on alignment to our mission and vision, relevant experience, and demonstration of potential to yield excellent educational outcomes for scholars.

Our ideal candidate will demonstrate our core values...

We Put The <i>WE</i> In <i>WERk</i>	<i>Reflection in Action</i>	pROWEfessional	Can't Stop Won't Stop
Team w erk is a selfless commitment to collaboration among the Rowe family. Together, we w erk to seek solutions and we trust that our team's intentions are in the best interest of our scholars.	Our awareness of our strengths, biases, and areas of growth compels us to critically reflect and intentionally respond to continuously improve our practice in service of our Rowe family.	Our professional community is built on thoughtful communication and a solutions-oriented mindset. We strengthen the professionalism of our community by holding ourselves and our Rowe family to high expectations.	Our passion for disrupting generational poverty drives our collective responsibility as a Rowe family. We relentlessly leverage every resource to ensure the success of our scholars.

Credentials:

- Hold a High School degree, Bachelor's degree preferred
- Hold a current Illinois Paraprofessional License by the first day of school
- Minimum of 1-2 years' experience working in a school
- CPI Training preferred

Position Qualifications and General Responsibilities:

- Provide individual assistance and support to a specific scholar (or scholars) with identified behavioral, functional, and/or academic needs according to the scholar's IEP or 504 plan.
- Provide scholar(s) on caseload with support in the classroom setting, during transitions, at enrichment, and during recess/lunch. This could include:
 - Ensuring the scholar is in the right place
 - Providing prompts and redirections to help scholar stay on task and complete work
 - Support scholar in peer to peer conversations and play



Restate directions and expectations
Accompany scholar on bathroom/water/sensory breaks

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- Collect and analyze daily behavioral and academic performance data
- Attend and participate in IEP, collaboration, and professional development meetings.
- Collaborate with general education and special education teachers in writing the scholar's annual IEP or 504 plan. Use data to drive decisions about adding or reducing SECA support.
- Execute all portions of a scholar's Behavior Intervention Plan.
- Develop and maintain frequent communication with the scholar(s) family.
- Support scholar during times of escalation- help scholars calm down, reflect on behaviors, use coping tools or strategies, etc.
- When possible, provide additional classroom supports such as: monitor independent groups/computers, check homework, prepare materials, assist with small groups
- Additional supports may be need to be provided per an individual's IEP or 504 plan. Some examples include medical support, toileting, and feeding.

Compensation: We offer a generous compensation package which includes base salary and comprehensive health benefits. All staff members are equipped with the tools needed to succeed, including a dedicated work space, laptop computer, email, high-speed internet access, and all necessary supplies.