CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Essential Skills Instructor**
Building/Department	**Elementary Essential Skills**
Supervised & Evaluated By	**Building Administrator**

Position Details:
Days Per Year: **184**
Hours Per Day: **7**

Employment Status:
- ☑ Full-Time Employment
- ☐ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☑ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☐ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☐ Exempt
- ☑ Non-Exempt

Job Description Updated:
7/2026

Program Description:

The Essential Skills Instructor is a lead paraprofessional who supports the implementation of the Essential Skills Program under the supervision and guidance of a licensed Teacher of Record. In collaboration with the Teacher of Record, the Essential Skills Instructor provides instruction and facilitates the implementation of individualized educational programming designed to promote student learning, independence, communication, social-emotional development, and functional life skills.

The Essential Skills Program serves students with significant cognitive, adaptive, and/or multiple disabilities and is designed to develop the functional skills necessary for independence and meaningful participation in school, community, and post-secondary life. Instruction is individualized and aligned with each student's Individualized Education Program (IEP), emphasizing the practical application of academic, functional, communication, behavioral, and daily living skills across educational and community settings. The Essential Skills Instructor assists in implementing these instructional plans while fostering a safe, supportive, and inclusive learning environment that promotes student growth and success.

Minimum Qualifications and Credentials Required:

- High School Diploma or equivalent required
- Prior experience working with students with disabilities
- Must possess an essential understanding of the unique needs and characteristics of students with a variety of disabilities (i.e. Intellectual Disability, Other Health Impaired, Emotional Disability)
- May require sensory interpretation training and student restraint training
- Possesses critical thinking and problem solving skills

- Professionalism in interacting with coworkers, students and parents or guardians
- The ability to communicate written and oral information, instructions, and ideas
- Proficient technology skills
- Frequent walking, standing, stooping, bending, pulling, pushing and lifting
- Must be able to assist in the lifting/carrying of students with disabilities in excess of 50 lbs

Essential Functions:

- Maintain the same high level of confidentiality on student information, work, and progress as the classroom teacher(s)
- Plan and implement activities that meet the physical, emotional, intellectual, and social needs of the children in the program.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Implement behavior intervention plans and support students in developing self-regulation, social skills, and independence, under the direction of certified staff
- Perform tasks necessary to maintain a clean, orderly, and attractive environment, including upkeep and inventory of materials.
- Report student progress, concerns, and observations related to academic performance, behavior, and well-being to the teacher of record.
- Follow written and verbal policies and procedures including discipline policies.
- Attend appropriate faculty meetings and professional development
- Entering, transcribing, recording, storing, or maintaining student's IEP information in written or electronic form for progress monitoring documentation
- Provide for parent conferences, meetings, and communication throughout the school year.
- Prepare materials and classroom for class activities
- Supervise students at all times
- Assist with other duties as assigned.