

Valparaiso Community School Corporation

Thomas Jefferson Middle School

TITLE: **Instructional Paraprofessional (TJMS Summer School)**

QUALIFICATIONS:

1. 2 years of college or Praxis Test minimum
2. Bachelor's Degree Preferred
3. Teaching License Preferred
4. Experience with Special Education Instruction Preferred

REPORTS TO: Building Level Administrator

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assists teachers in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
4. Provides assistance and monitors progress of students receiving services.
5. Reads assignments and tests to students when accommodation is prescribed by an IEP, 504, or GEI.
6. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
7. Perform other duties as requested by the principal.

SALARY: \$10 per hour, 15 days per summer school session, non-PERF paying position

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

APPLICATION PROCESS:

- 1) Send a letter of interest via email to:
Elizabeth Krutz, Principal
ekrutz@valpo.k12.in.us
- 2) Complete the classified application found on the Valparaiso Community Schools Website under Human Resources/Job Opportunities. <http://www.valpo.k12.in.us> Applications will be accepted until a successful candidate has been identified.