

PLEASE POST

January 19, 2023

School City of East Chicago

POSITION: EL Paraprofessional
SCHOOLS: Elementary, Middle School
& High School
REPORTS TO: Principal/ EL Director

Job Goal:

To assist, support, and work closely with EL program & General Education Teachers with LEP students, administrators and other team members.

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Completed two years of study at an institution of higher education (associated degree)
3. Successful completion of the Para Pro Assessment test which is knowledge of and the ability to assist in instructing reading, writing and mathematics (Valid Professional Certification Required passing score)
4. Minimum of 60 college credit hours
5. Computer literate
6. Excellent Organizational skills
7. Excellent communication skills
8. Knowledge of community resources
9. Bilingual English/Spanish preferred with effective communication skills

DUTIES AND RESPONSIBILITIES:

1. Works under the direct supervision of and in close proximity/virtual to a certified teacher at all times.
2. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff.
3. Assist the certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual student, their needs, interest and abilities.
4. Monitors work, corrects papers, and supervises curriculum-based testing and make up work as assigned by the certified staff
5. Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular certified staff.
6. Performs some clerical responsibilities (i.e., organize student assessment results, file classroom maintenance, and instructional duties as assigned by the certified staff.
7. Assists with classroom management, such as organizing instructional materials, and providing instructional assistance in a computer laboratory.
8. Performs assigned non-instructional classroom duties, such as snack time, lunch duty, other classroom activities.
9. Alerts the certified staff to any problem or special information about an individual student.
10. Demonstrates ethical behavior and confidentiality of information about students in school learning environments and community.
11. Participates in in-service/professional development training programs as approved.
12. Any and all assigned duties

LENGTH OF EMPLOYMENT:

- Follows SCEC Teacher/Student Calendar
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SALARY: \$15.73 per hour minimum – 6 hours, ½ hour unpaid lunch, no more than 30 hours per week

START DATE: Upon Board Approval

APPLICATION DEADLINE: Open Until Filled

Apply on-line @: <https://rds.ecps.org/rdsonlineapp/> (applies to out of district applicants)

Please submit a letter of interest and resume/credentials to:

Marlon Mitchell, Ph.D.
Director of Human Resource
School City of East Chicago
1401 East 144th Street
East Chicago, IN 46312
mmitchell@ecps.org
HumanResources@ecps.org

Look for postings on-line @ www.scec.k12.in.us Human Resource/JOB OPPORTUNITIES