

**\*\*\*PLEASE POST\*\*\***

**August 2, 2022**

**School City of East Chicago**

**POSITION:** Title I Paraprofessional  
**SCHOOLS:** Block Middle School, Carrie Gosch, McKinley, Washington  
**REPORTS TO:** Principal/ EL Director

**Job Goal:**

To assist, provide instructional support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.

**QUALIFICATIONS:**

1. High School Diploma or equivalent
2. Completed two years of study at an institution of higher education: or
3. Obtained an Associates (or higher) degree or
4. 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)
5. Knowledgeable with computers
6. Excellent Organizational 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. Maintains safe working environment and encourages colleagues to be safety minded in the performance of all school districts.
13. Performs other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the school duties.

**SALARY:**

- Hours and salary are in accordance with the Paraprofessional Agreement
- Follows SCEC Student & Teacher Calendar

- A Criminal Background check is required pending employment

**START DATE:** 2022-2023 SY.

**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:**

Kimberly Morris  
Human Resource Coordinator  
School City of East Chicago  
1401 East 144<sup>th</sup> Street  
East Chicago, IN 46312  
[HumanResources@ecps.org](mailto:HumanResources@ecps.org)

**Look for postings on-line @** [www.scec.k12.in.us](http://www.scec.k12.in.us) **Links/JOB OPENINGS**