

## **Valparaiso Community School Corporation**

### **POSITION AVAILABLE**

Valparaiso Community Schools  
Valparaiso IN 46385

**TITLE:** ELL Instructional Paraprofessional

**QUALIFICATIONS:** 2 years of college or Praxis Test minimum, Bachelor's Degree Preferred, Teaching License/TESOL endorsement preferred

**REPORTS TO:** Building Level Administrator/ELL District Coordinator

### **POSITIONS AVAILABLE:**

**Valparaiso High School – 5 days per week**

**Thomas Jefferson Elementary – 5 days per week**

**Central Elementary – 5 days per week**

**Cooks Corners – 3 days per week**

### **PERFORMANCE RESPONSIBILITIES:**

- Works with individual students or small groups of students to reinforce English language learning of material or skills under the direct supervision of the teacher
- Reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities
- Alerts the regular teacher to any problem or special information about an individual student
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers
- Monitors student progress
- Attends conferences / workshops for ELL Professional development
- Attends district staff meetings with ELL District Coordinator
- Participates in training programs, as assigned
- Perform other duties as requested by the ELL District Coordinator
- Coordinates and/or administers the WIDA assessment for ELL students
- Facilitates the completion of ELL documents
- Prepares letters for parent communication
- Facilitate and or translate documents

### **BENEFITS:**

- This is a non-PERF paying position
- \$10 per hour
- 180 days per year

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions

of the Board's policy on Evaluation of Support Services Personnel.

**APPLICATION:** Please complete the classified application found on the Valparaiso Community Schools Website. <http://www.valpo.k12.in.us/Page/982> Applications will be accepted until a successful candidate has been identified.

**Email application only to:** [app@valpo.k12.in.us](mailto:app@valpo.k12.in.us)