



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 Middle School – 5 days per week

Benjamin Franklin Middle School – 5 days per week

Thomas Jefferson Elementary – 5 days per week

Flint Lake Elementary – 5 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