

VALPARAISO COMMUNITY SCHOOLS



**Administration Building
3801 North Campbell Street
Valparaiso, Indiana 46385**

**Telephone: (219) 531-3000
FAX: (219) 531-3009**

TITLE: Instructional Paraprofessional

QUALIFICATIONS: 1. 2 years of college or Praxis Test minimum
2. Bachelor's Degree Preferred
3. Teaching License 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 the teacher 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. Alerts the regular teacher to any problem or special information about an individual student.
5. Provides assistance and monitors progress of students receiving services in RtI Tier 2 and 3.
6. Reads assignments and tests to students when accommodation is prescribed by an IEP, 504, or GEL.
7. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
8. Participates in in-service training programs, as assigned.
9. Perform other duties as requested by the principal.

SALARY: \$10 per hour, 180 days per year, 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: 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:** ccoppinger@valpo.k12.in.us