

ELEMENTARY ACADEMIC SUPPORT TEAM
PART-TIME PARAPROFESSIONAL

This part-time paraprofessional is part of the special education and academic support collaborative team and will report directly to the Academic Support Team (AST) Coordinator and secondarily to the Assistant Principal. This position begins immediately for the 2017-2018 school year. Part-time hours for this position are 7:30am-11:30am.

PERFORMANCE RESPONSIBILITIES:

- Provide academic and behavioral support to students under the direct supervision of the AST Coordinator and AST Interventionist.
- Help implement individualized educational plans as specified by IEP documents under the direct supervision of the AST Coordinator.
- Assist small groups and individuals with lessons, practice exercises, and monitor seat work for understanding.
- Assist students with specialized reading or math techniques under supervision of special education coordinator.
- Assist in the implementation of any behavioral management system as specified by the academic support team.
- Work collaboratively with AST and general education to assist students in meeting identified goals.
- Maintain confidentiality of information as required by school policy.
- Other responsibilities as directed by the Academic Support Coordinator.

Minimum Requirements

- Minimum of a two-year degree or equivalent combination of relevant education and experience demonstrating tutoring, reading, writing, math and organizational skills sufficient to support students in K-6th grade, teachers and parents. Adept interpersonal skills conducive to achieving these objectives.
- Reliability to maintain confidentiality as required by special-education policy.
- Ability to manage multiple tasks, use time efficiently, mind details, follow instructions and adhere to resource-teacher direction.
- Proven ability to work in a collaborative team environment.
- Functional knowledge and experience with personal computers and office software.

Preferred Characteristics

- Experience and proficiency in teaching foundational reading, grammar and math skills.
- Experience providing effective behavioral interventions to students for whom behavior presents a barrier to learning.

Application should include letter of application, resume, transcript photocopy, and three references with phone numbers. Job posting will remain open until the position is filled.

Mail to:

Mr. Casey Churchill, Principal
Liberty Common School
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Ft. Collins, CO 80525
Or e-mail to: cchurchill@libertycommon.org

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