



2745 Minnesota Drive, Fort Collins, Colorado 80525

(970) 672-5500 | hsinfo@libertycommon.org

HIGH-SCHOOL PARAPROFESSIONAL

This full-time paraprofessional position begins August 2018 at Liberty Common High School in Fort Collins, Colorado – a Poudre School District charter school dedicated to Core Knowledge principles, and college-preparatory instruction. The school currently enrolls 540 junior-high and high-school students.

LCHS provides excellence and fairness in education by teaching 1) a contextual body of organized knowledge, 2) the skills of learning, and 3) the values of a democratic society. This is done through parental choice, partnership with teachers, and student acceptance of responsibility for his/her academic effort.

This full-time paraprofessional is part of the special education and academic support collaborative team and will report directly to the Academic Support Team (AST) Coordinator.

Paraprofessional Responsibilities:

Teaching Skills:

- Responsibility for assisting resource teachers with implementing direct instruction to students.
- Reinforcing study skills and organization with small-student groups and individual students.
- Ability to work with students with varying backgrounds and levels of ability.

Administrative Duties:

- Preparing classroom materials, administering tests, maintaining files.
- Collecting progress-monitoring data and documenting student achievement.
- Creating calendars of daily work, long term assignments and assessments for General Education classes.
- Scheduling meetings with parents, testing schedules, and class rosters.

Minimum Requirements:

- Desire and willingness to learn about Liberty's history and philosophy and to uphold and promote the mission and values of the school.
- Minimum of a two-year degree or equivalent combination of relevant education and experience demonstrating tutoring, writing, math, and organizational skills sufficient to support students in 7th-12th 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.
- Functional knowledge and experience with personal computers and office software.

Preferred Characteristics

- Understanding of Liberty Common High School's history and a commitment to maintaining and promoting the school's mission and values.
- Experience and proficiency in teaching math (Alg. I, Geo, Alg. II) and science (Bio, Chem.).
- Demonstrated proficiency in Excel, Google Drive, and web design.
- Strong organizational and Interpersonal skills.

For more information about Liberty Common School, see <http://www.libertycommon.org>. Application must include a letter of application, resume, statement of educational philosophy, transcript photocopy, and three references with phone numbers. Job posting will remain open until the position is filled.

Apply to: Mrs. Janice Garland, High-School Academic Support Team Coordinator

Email: jgarland@libertycommon.org

Or post mail: Liberty Common High School, 2745 Minnesota Dr., Fort Collins, CO 80525