

PLEASE POST

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## **PERSONNEL VACANCY NOTICE**

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry St  
Gary, IN 46406

M. Jones-Henderson, Executive Director

Human Resources Department

Dr. Paige McNulty, Emergency Manager

**POSITION:**            **Bilingual Paraprofessional**

**SALARY:**            **To Be Determined**

**REPORTS TO:**      **Special Populations Department**

### **PURPOSE STATEMENT**

To work closely with one or a few students in the English Learners program on a regular basis in an effort to provide them with the physical, emotional, and language support they need to gain full benefits from the district's special education program.

### **ESSENTIAL FUNCTIONS**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Assists teacher in the preparation of bulletin boards and classroom materials.
- Assists in duplication and distribution of duplicated materials to students.
- Under supervision of teacher, works with small groups of students to reinforce materials initially introduced by teacher.
- Listens to the students in recitation, reading, and other curriculum tasks, guiding and helping them but not teaching them.
- Establishes as fully as possible a supportive and sympathetic relationship with the students without fostering or encouraging intense emotional involvement.
- Assists in reinforcing classroom and/or school rules.
- Manages emotionally based behavior of students under the teacher's direction.
- Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
- Accompanies the students to special class areas of music, art, gym, material center and assisting special area teacher.
- Performs simple errands and tasks for students, such as sharpening pencils, carrying lunch trays and the like.
- Receives students to and from the bus both a.m. and p.m., if necessary.
- Supervises the students on the playground and in the lunchroom.

- Assists in the supervision of students on field trips and/or excursions.
- Accompanies students when trips to the office or to the school nurse are necessary.
- Assists with breakfast program.
- Assists with lunch and recreational activities following lunch.
- Accompanies students during class changes.
- Assists with receiving and dismissing students.
- Provides any other additional help assigned by the teacher.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Instructional materials including EL program materials.
- Methods of working with EL students.
- Individual Learning Plans and language needs.

Skill in:

- General understanding and acceptance of behavior modification techniques as a means of working with students with learning and/or emotional problems.
- Using a computer and related software applications. ● Using modern office equipment.

### **EDUCATION AND EXPERIENCE**

High School Diploma.

Candidates who are bilingual (English and Spanish).

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move

objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

## **WORK ENVIRONMENT**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Testing**

- Drug Test

### **Certificates & Licenses**

- See Above

### **Continuing Educ./Training**

- See Above

### **Clearances**

- Background Clearance

## **METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:**

Gary Community School Corporation  
Click on "Employment"  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
900 Gerry Street

Gary, IN 46406

Human Resources Department  
Classified: February 14, 2020

**EQUAL OPPORTUNITY EMPLOYER**

