

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: Paraprofessional – Title I**

**SALARY: To Be Determined**

**REPORTS TO: Principal**

**PURPOSE STATEMENT**

To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.

**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.

- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff.
- Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Monitors work, corrects papers, and supervises curriculum-based testing and makeup work as assigned by the certified staff.
- Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular certified staff.
- Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff.
- Alerts the certified staff to any problem or special information about an individual student.
- Assists with classroom management such as organizing instructional materials and providing instructional assistance in a computer laboratory.
- Performs assigned non-instructional classroom duties, such as snack time, toileting, and clothing routines.
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
- Participates in in-service training programs as approved.

- Maintains safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties.

### **SUPERVISORY RESPONSIBILITIES**

Students upon request of the administrator or designee.

### **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:

- Working with small groups of students to reinforce material initially introduced by the teacher, under supervision of the teacher.

Skill in:

- Managing behavior of children under the teacher's direction.

Ability to:

- Accept physical, mental and/or behavioral differences in children. Sensitive to the feelings and needs of children.
- Follow directions and complete tasks.

### **EDUCATION AND EXPERIENCE**

High school diploma or equivalent (minimum). Completed two years of study at an institution of higher education; or obtained an associates (or higher) degree or Paraprofessional Assessment which is the knowledge of and the ability to assist in instruction reading, writing, and math or; complete the districts certification pathway with an acceptable record.

### **CERTIFICATION**

None.

### **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**

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
- 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

[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)

Click on "Employment & Staff"

900 Gerry Street

Gary, IN 46406

**EQUAL OPPORTUNITY EMPLOYER**