



Paraprofessional

Work Year: 2021-2022

General Information:

Littleton Academy is a K-8 Core Knowledge charter school in Littleton Public Schools. Littleton Academy is seeking a full-time Paraprofessional to support elementary school teachers and special education students.

Primary Responsibilities:

Elementary Teacher Support (50%)

- Assist homeroom elementary school teachers with grading, grade entry, materials preparation, filing, and other duties as requested.
- Monitor the safety and behavior of students on the school playground and/or in the lunchroom during specified lunch hours; oversee students within the building according to the school's inclement weather plan.
- Assist with morning and afternoon carpool and other duties as assigned.
- Uphold and model appropriate and professional practices while interacting with students, staff, parents, and community members.

Special Education Support (50%)

- Assist special education teachers in serving students according to their IEP accommodations and service minutes. This may include working with students in a small group setting on classroom assignments, proctoring assessments and/or providing accommodations for assessments including read aloud, or supporting students in the general education classroom with the lead teacher.
- Maintain a high level of communication (both verbally and in writing) with staff, students, and parents to deliver program information and address individual student needs.
- Maintain up-to-date, accurate, effective and efficient record keeping procedures.

Minimum Requirements:

- Able to meet paraprofessional highly qualified requirements as defined by the Colorado Department of Education preferred, specifically:
 - Possess a high school diploma or its equivalent (e.g., the GED); AND
 - Demonstrate subject matter competency by: Earning an Associate (or higher) degree; OR Completing at least two years (48 credit hours) of study at an institution of higher education; OR Passing a formal state or local assessment measuring one's knowledge of and ability to assist classroom teachers in reading, writing, and mathematics
- Two years of experience working with students in an education setting.
- Experience working with students with disabilities preferred.

Compensation and Benefits:

The pay for this position is \$15 per hour. We are pleased to offer the following benefits to eligible employees: Public Employees Retirement Association (PERA), health, dental, vision, medicare, paid personal and sick leave, maternity leave, parental leave, and much more.

To apply please submit the following documents to lahiring@lps.k12.co.us:

1. A current resume
2. A cover letter describing how your skills and experience align with the job description
3. 2-3 letters of recommendation