



Paraprofessional

Work Year: 2024-2025

General Information:

Littleton Academy is an award-winning K-8 charter school in Littleton Public Schools that has been open since 1996. We have been named one of the Best Elementary & Middle Schools in Colorado by the U.S. News & World Report in addition to earning the Colorado Department of Education's John Irwin Award by the Colorado Department of Education for exceptional academic achievement over time.

Littleton Academy offers a Core Knowledge based education with a rigorous curriculum that is provided in a safe and caring environment. The Core Knowledge scope and sequence is based on the premise that we have much to learn from our past. Studying the culture-shaping events, texts, scientific theories, and works of art of those who came before us helps our students begin to understand the events of today. We also believe that building a strong person of character is an important part of education. Our goal is to foster honest, respectful, cooperative citizens who demonstrate integrity and perseverance in their daily lives.

Primary Responsibilities:

We are looking for a paraprofessional to help support our classroom teachers and run our lunch service. This position does not prepare any food, it is serving food that is prepared off-site only. The main responsibilities include:

Teacher Support (80%)

- Assist with grading, filing, copying and other duties as requested and as time allows.
- Cover classes for teacher absences.
- Create bulletin boards.
- 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.

Lunch Service (20%)

- Order food and/or milk for each lunch period and help the food delivery driver store the food in the refrigerator and warmer.
- Set up and clean serving tables.
- Provide point-of-sale during the lunch service.

Qualifications:

- High school diploma or its equivalent (i.e. the GED) required.
- Previous experience working with students in an education setting is preferred.

Compensation and Benefits:

This position pays \$21-\$23/hour. This position is benefits eligible and we are pleased to offer the following benefits: Public Employees Retirement Association (PERA), health, dental, vision, medicare, paid personal and sick leave, paid maternity leave, paid parental leave, and much more.

Application Instructions:

Please submit the following documents to lahiring@lps.k12.co.us:

1. A current resume