



JH/HS ACADEMIC SUPPORT TEAM FULL-TIME PARAPROFESSIONAL

Seeking a full-time paraprofessional for the 2019-2020 school year at Liberty Common School in Fort Collins, Colorado – a Poudre School District charter school dedicated to Core Knowledge principles and college-preparatory instruction. The school currently enrolls over 500 students in grades 7-12.

The school provides excellence and fairness in education by teaching a contextual body of organized knowledge, the skills of learning, and 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.

The 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. Responsibilities include:

Teaching Duties:

- Provide academic and behavioral support to students under the direct supervision of the AST Coordinator and AST Interventionist.
- Assist small groups and individuals with class lessons and reinforce study skills and organization.
- Assist students with specialized reading or math curriculum to meet goals of Individualized Education Plans.
- Work collaboratively with and general education teachers and parents to meet identified goals of student.
- Reliability to maintain confidentiality as required by special-education policy.

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.
- Ability to manage multiple tasks, use time efficiently, detail oriented, follow instructions and adhere to resource-teacher direction.
- Proven ability to work in a collaborative team environment,
- Functional knowledge and experience with personal computers and office software.

Preferred Characteristics:

- Understanding of Liberty Common 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. This job posting will remain open until the position is filled.

Mail to: Mrs. Janice Garland, AST Coordinator, Liberty Common High School, 2745 Minnesota Dr., Fort Collins, CO 80525. Alternatively, e-mail to: jgarland@libertycommon.org.