

### **ACADEMIC SUPPORT TEAM PARAPROFESSIONAL**

The part time position for work in the after-school program, Homework Club, begins immediately. This position of paraprofessional is part of the special education collaborative team and will report directly to the Homework Club manager and indirectly to the Academic Support/Special Education Coordinator.

#### **PERFORMANCE RESPONSIBILITIES:**

- Provide tutoring and organizational help to both special ed and at-risk students while they complete homework after school, 3:00-4:30 Monday-Thursday under the direct supervision of the Homework Club manager or assistant manager.
- Assist in the implementation of any behavioral management system as specified by the special education team while monitoring and providing discipline during Homework Club and possibly for 10 minutes after Homework Club during parent pick-up time.
- Assist students with specialized reading or math techniques under supervision of the special education coordinator or Homework Club manager.
- May be required to acquire instructional materials designed by the supervising teachers or to help with teacher communication regarding special ed and non-special ed students who are receiving services.
- Share ideas and concerns with the rest of the team with occasional Homework Club team meetings.
- Maintain confidentiality of information as required by school policy.

For more information about Liberty Common School, see <http://www.libertycommon.org>

Application should include letter of application, resume, and three references with phone numbers. Job posting will remain open until the position is filled.

Mail to:  
Linda Thelen  
Academic Support Coordinator  
Liberty Common School  
1725 Sharp Point Drive  
Ft. Collins, CO 80525

or e-mail to: [lthelen@libertycommon.org](mailto:lthelen@libertycommon.org)

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