



## EMPLOYMENT OPPORTUNITY

### Special Education Paraprofessional

### Aristotle Campus

Liberty Common is a Poudre School District charter school dedicated to Core Knowledge principles. The school currently enrolls over 800 K-6<sup>th</sup> grade students and is a John J Irwin School of Excellence.

Liberty Common School offers a unique educational program with an expanded science curriculum. The school provides excellence and fairness in education by teaching 1) a contextual body of organized knowledge, 2) the skills of learning, and 3) 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 special education paraprofessional is part of the special education and academic support collaborative team and will report to the Academic Support Team (AST) Coordinator.

*FLSA CLASSIFICATION: Hourly Non-Exempt EMPLOYMENT STATUS: Regular, Full-Time WORK HOURS: 35-40 hours per week*

*PAY RANGE: \$12.00-\$18.00/hour*

*REPORTS TO: AST Coordinator*

*REVISION DATE: October 7, 2022*

#### **Minimum Essential Duties:**

- Provide tutoring and organizational help to both students with special education plans and other students at risk, under the direct supervision of the coordinator and interventionist.
- Help implement individualized educational plans as specified by IEP documents.
- Assist small groups and individuals with lessons, practice exercises, and monitor seat work for understanding.
- Help with design and implementation plan to provide support to all Liberty students who are at risk, have grades below a C, are on Read Act, ELD, 504, and IEP plans.
- Assist in the implementation of any behavioral management system as specified by the special education team.
- Construct and acquire instructional materials designed by the supervising teachers.
- Share ideas and concerns clearly and professionally with the rest of the team.
- Maintain confidentiality of information as required by school policy.
- Assist students with specialized reading or math techniques under supervision of special education coordinator.
- Help with teacher communication regarding the progress and interventions for students who receive AST services
- Provide paraprofessional support as outlined above to other professionals on the special education team when needed.
- Other responsibilities as directed by the Academic Support Coordinator.

#### **Physical Requirements:**

- Must be able to maneuver uneven surfaces
- Must be able to carry or transfer up to 10lbs of supplies
- Must be able to work in occasionally loud environments
- Must be able to frequently use office technology including computers, copiers, and printers
- Must be able to use commercial office tools including paper cutters and staplers



# LIBERTY COMMON SCHOOL

*Common Knowledge, Common Virtues, Common Sense*

1725 Sharp Point Drive, Fort Collins, Colorado, 80525, 970-482-9800

## **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.
- Demonstrated competence in a relevant discipline.
- Ability to support effective instructional delivery.
- Ability and willingness to work effectively with peers & other staff as a team to improve students' education.
- Proficiency with Microsoft Office, Outlook, internet utilization, and general aptitude for learning new software applications

## **Preferred Characteristics:**

- Experience in early literacy and math intervention

## **EEO STATEMENT**

*Liberty Common School provides equal opportunities to all applicants for employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, or any other protected characteristic applicable under federal, state, and local laws.*

## **AT-WILL EMPLOYMENT**

*All employment with Liberty Common School is voluntary and is subject to termination by you or Liberty Common School at-will, with or without cause, and with or without notice, at any time. There is no guarantee, in any manner, Liberty Common School will continue employment for any set period of time. This applies to all aspects of employment at Liberty Common School including but not limited to recruiting, hiring, promotion, placement, discipline, layoff, recall, transfer, leaves of absence, compensation, and access to benefits and training.*

## **ADDITIONAL DUTIES**

*Please note that this job description is not a comprehensive list of activities, duties, and responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time with or without notice with direction from Liberty Common School.*

For more information about Liberty Common School, see [www.libertycommon.org](http://www.libertycommon.org)

Application should include the following items:

- 1. Letter of application**
- 2. Resume**
- 3. Statement of educational philosophy**
- 4. Transcript photocopy**
- 5. Three references with phone numbers.**

This job posting will remain open until positions are filled.

### **Mail to:**

Mr. Casey Churchill, Principal  
Liberty Common School  
2130 West Horsetooth Rd  
Ft. Collins, CO 80526

Or e-mail to: [cchurchill@libertycommon.org](mailto:cchurchill@libertycommon.org)

Liberty Common School is an EEO employer