

RIVER FOREST COMMUNITY SCHOOL CORPORATION

3250 MICHIGAN STREET

HOBART, IN 46342

(219) 962-2909 Fax: (219) 962-4951

[www.rfesc.k12.in.us](http://www.rfesc.k12.in.us)

**NOTICE OF VACANCY**

**PLEASE POST**

**POSITION:** Middle School Title I Paraprofessional

**IMMEDIATE SUPERVISOR:** Director Title I Programs  
Building Principal  
Title I Teacher

**JOB GOAL:** The Title I Paraprofessional will provide supplementary educational opportunities for students in Read 180/System 44 Intervention class under the direct supervision of the Title I Director, principal, and the certified teacher.

**QUALIFICATIONS:**

- Minimum qualifications shall be having an associate's college degree; 60 college credit hours; or passing the ParaPro test.
- Ability to speak effectively before groups of children, parents, or employees of the school community.
- Ability to develop effective working relationships with students, staff, and the school community.
- Ability to perform duties with awareness of all district requirements and board policies.

**DUTIES AND RESPONSIBILITIES:** The Exemplary Title I Paraprofessional will:

- Respect confidentiality.
- Remain sensitive to the differences in all children to include ability levels, race, ethnic or religious backgrounds and show respect for those differences.
- Communicate efficiently both in written and oral forms.
- Be familiar with Microsoft Office Word and email.
- Accept positive criticism and act to improve.
- Set an example to children, of good moral character, neatness of appearance, and positive attitude.
- Exhibit loyalty and respect for River Forest School Corporation's students, staff and administrators.
- Be punctual and regular in attendance.
- Be aware of building layout, and procedures for emergency drills.
- Determine the availability of audio/visual and building office machines, and their functions and usage.
- Learn and apply emergency procedures for student illness, accidents, etc.
- Prepare for and participate in corporation and Title I student testing as directed.
- Maintain order when working with students.
- Review program design as written in the approved Title I grant and operate within the parameters of that design.

- Complete and submit to the teachers and/or program director, Title I reports and records as required and requested.
- Complete program requirements for building parent involvement.
- Prepare materials for daily sessions with students as determined in conference with supervising teachers.
- Operate in complete adherence to Title I rules and regulations at all times.
- Submit to formal yearly evaluation by building principal or Title I Director.
- Maintain a building Title I inventory.
- Prepare newly purchased Title I materials in the manner prescribed by Title III law and program directors.
- Other duties as allowed by Title III governing laws as assigned by the teacher, Title III director, and/or building principal.

**PHYSICAL DEMANDS:** The physical demands stated here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with to perform essential functions.

- The employee is required to talk and hear.
- The employee is required to stand, walk, and sit.
- The employee is required to reach with hands and arms.
- The employee is required to be able to perform physical room maintenance duties such as shelving of books, filing of records and other light lifting.
- The employee is required to have near-point vision to enable the reading of typed and/or written material.
- The employee is required to have sufficient far-point vision to enable the reading of information written on a chalkboard from vantage points within a classroom.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level of this job is moderately quiet.
- The work is generally performed indoors in a temperature controlled environment.
- The employee is sometimes required to perform duties such as needed by the principal.

Persons interested in applying for this position should submit an application along with proof of either passing the ParaPro Assessment or transcripts showing a minimum of two years of college credits at [www.rfcsc.k12.in.us](http://www.rfcsc.k12.in.us). The candidate must apply for an expanded criminal history through Safe Hiring at their own cost.

Sandra Hillan  
 Director of Title Programs/Curriculum Coordinator  
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 River Forest High School  
 3300 Indiana Street  
 Hobart, IN 46342

Posted: 10/26/23

Closing Date: 11/8/23 or until filled

The information contained in this job description is written for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. The individual now holding this position performs additional duties and additional duties within compliance with the Title I law may be assigned.

It is the policy of River Forest Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap in its programs as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the Corporation.