



JOB OPPORTUNITY

Job Title:	Language Development Program (LDP) Instructor	Job Category:	Classified
Department/Group:	Paraprofessional	Position Status:	Full Time
Location:	Wallace Elementary School	Salary Schedule:	Class V Step I
Reports to:	LDP Director / Principal	Contracted days:	185 Days
Additional Training Required:	Yes	Travel required:	None
Special Conditions:			
Flex Schedule:			
Effective:	Upon Board Approval		
Application Deadline:			
Applications Accepted By: Jennifer Hastings – Human Resources			
NEW APPLICANTS MUST COMPLETE AN APPLICATION ONLINE AT: www.hammond.k12.in.us		CURRENT EMPLOYEES: Email a letter of interest stating experience, training, references and other information pertaining to this position to: Mr. Anthony Salinas Language Development Program Director aosalinas@hammond.k12.in.us	
Job Description			
QUALIFICATIONS AND EDUCATION REQUIREMENTS: GENERAL SKILLS AND QUALIFICATIONS: <ul style="list-style-type: none"> • Working towards a teaching degree or college desirable (60 + hours) • Pass the paraprofessional assessment (if less than 60 credit hours) • Instructional experience in English as a Second Language (ESL/ENL) and understand second language acquisition • Bi-lingual (preferably) and understanding of various cultures • Ability to work with ES, MS or HS English language learners • Ability to work with computers and computer software • Ability to work with both LDP teachers and general education teachers 			



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SPECIFIC RESPONSIBILITIES IN THIS POSITION:

- Provide individualized instruction for EL students
- Instruct and assist EL students with subjects in the content areas
- Introduce concepts in English and Spanish, if needed
- Correct ELs written work
- Complete Individual Learning Plans- ILPs
- Prepare instructional EL materials for class use
- Responsible for maintenance of attractive, neat classroom that presents an atmosphere conducive to learning
- Responsible in adhering to promotion of established goals and polices of Language Development Program
- Co teach with general education teachers/ Push In Model of Instruction

PERSONAL ATTRIBUTES DESIRED:

- Dependability
- Confidentiality
- Professionalism
- Ability to work independently
- Ability to work well with students
- Demonstrate good communication
- Ability to work as a team player

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

Last Updated By:	Anthony Salinas	Date/Time:	9/18/19
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