School City of Hammond
41 Williams Street, Hammond, IN 46320
Tele: 219-933-2400

JOB OPPORTUNITY

Job Title:	Language Development Program (LDP) Paraprofessional	Job Category:	Classified
Department/Group:	Support Staff	Position Status:	Full-time
Location:	Kenwood ES	Salary Schedule:	Support Staff Salary Schedule – Class V
Reports to:	LDP Director/Principal	Contracted days:	185
Additional Training Required:	Yes	Travel required:	None
Effective:	Upon Board Approval		
Application Deadline:	Open Until filled		

Applications Accepted By:

Applications must be completed online:

Go to web address: www.hammond.k12.in.us
Click on "Employment Opportunities"
Click on the Application link to complete an application
Cover letters and resumes can be uploaded with application

Job Description:

General Skills and Qualifications:

- Possess minimum 60 college credits or pass the ParaPro Assessment
- Working towards a teaching degree desirable
- 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 limited English students
- Ability to work with computers and computer software
- Ability to work with both LDP teachers and general education teachers

Specific Responsibilities in This Position:

- Provide instruction for EL students on individual basis
- Instruct and assist EL students with subjects in the content areas
- Introduce concepts in English and Spanish, if needed
- Correct ELs written work

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- Complete Individual Learning Plans
- 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
- Complete and duties/tasks as requested by LDP Director and/or Building Administrator

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
- Other duties as assigned by the building Principal

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:	HR	Date/Time:	11/2/2021