



PLEASE POST

ANNOUNCEMENT OF CLASSIFIED VACANCY

2016-2017

Applications will be accepted on a continuous basis and will be reviewed as the need to hire arises. Applications are kept on file for one year.

Application Process:

Application must be submitted online at www.EdJoin.org and should include a resume.

If applicant has passed CBEST, please attach copy of CBEST scores to online application.

Incomplete applications will not be considered.

Special Requirement

All candidates will be required to pass a proficiency test before being considered for this position. Applicants who pass the initial screening process will receive an email communication with test information.



- *Regular employees receive 13 paid holidays per year*
- *Regular employees receive paid vacation, sick and personal necessity leave*

INSTRUCTIONAL ASSISTANT
Special Education

Work Location: Applicants may be placed at elementary, middle or high school. Employee preference will be taken into consideration.

Work Schedule: 10 months per year
Start of school year in August through end of school year in June.

Various part time shifts, from 2 to 3.75 hours per day
Monday through Friday work hours will be between 8:00 a.m. and 3:00 p.m. / Substitute positions also available

Salary: \$18.85 per hour



Under the direction of a certificated teacher, assist the teacher in providing instruction to individual or small groups of students in an assigned special education program; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities; perform related duties as assigned.

Education and Experience

Any combination equivalent to graduation from high school and one year of experience in working with children in an organized setting.

Knowledge and Abilities

Knowledge of: child guidance principles and practices, especially as they relate to special education students; problems and concerns of students with special needs; basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading; basic record-keeping techniques.

Ability to: assist with instruction and related activities in an assigned special education program; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; operate instructional and office equipment.

Working Conditions

Classroom environment, subject to lifting, stooping, bending at the waist, standing and walking for extended periods of time. May assist in lifting and moving students of varying weights. Work includes indoor and outdoor environment.

After an offer of employment is made, the selected candidates will be required to pass a physical exam before beginning the assignment.

EQUAL OPPORTUNITY EMPLOYER ♦ WE ARE A TOBACCO, DRUG AND ALCOHOL FREE DISTRICT