

PLEASE POST

RIVER VALLEY SCHOOL DISTRICT

INTERNAL/EXTERNAL POSTING

The following position is currently available:

Positions: **Teacher Assistant**
177 Work Days – Non-Union
Part-Time – Monday through Friday during school session
2008-09 Starting Wage: \$9.01 per hour with 60 work days probation

Location: Elementary Schools

Qualifications:

Required

- A. Completed two (2) years study at an institution of higher education; or
 - B. Obtained at least an associate degree; or
 - C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment of knowledge and the ability to assist in instructing, reading, writing, and mathematics; or b) reading readiness, writing readiness, and mathematics readiness as appropriate.
- Has a basic understanding of the educational process and the application of knowledge to assist students.
 - Has the ability to relate to students, parents, teachers, and members of the community.
 - Has the ability to follow directions and implement plans.
 - Has the ability to work as a team member.
 - Demonstrates a good work ethic and has high standards for work performance.
 - Is dependable and maintains a good attendance record.
 - Has ability to complete tasks in a timely manner.
 - Has a flexible schedule to accommodate the hours needed within the day.

Preferred

- Has experience working in a school setting.
- Has the experience of supervising students and being responsible for their safety.
- Has experience working with school-age children.
- Has experience working with office personnel.
- Has experience running office equipment.

Responsibilities

- Help provide accommodations and modifications to insure the student(s) meet with success their particular goals and objectives. (I.e. taping reading material, pulling student out for 1-1 instruction, checking organization of student's work and materials, bringing student back to task, verifying student's understanding of material, etc.).
- Monitor students and communicating back to the teacher any problems, concerns or successes, based on the student's individual goals and objectives. Written and verbal documentation will be kept on each student the aide assists.
- Teacher assistant could assist the student in transitioning between programs and classrooms. Additionally, they could help the student achieve their goals and objectives in a timely manner along with providing stability between the programs.

Application:

For Internal Candidates: Send (or fax) a letter of application with qualifications for position to the Office of the Superintendent

For External Candidates: Send (or fax) a letter of application and resume, and a complete a district application; AND provide at least three (3) names of personal/professional references with telephone numbers to:

Robert A. Schroeder, Superintendent
River Valley School District
15480 S. Three Oaks Road
Three Oaks, Michigan 49128
Fax: (269) 756-6631

For additional District info, contact: Garry Lange, Elementary Principal at (269) 756-9050, Ext. 1601; or visit our website at: www.rivervalleyschools.org

Date of Posting: July 11, 2008

Deadline Date: July 21, 2008 or until filled

The River Valley School District is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex, national origin, religion, citizenship, handicap, height, weight, and marital status.