

PLEASE POST

RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

Position: **Teacher Assistant**
180 Work Days – (approximately 5 to 6 hours per day)

Location: Middle/High School

QUALIFICATIONS

Required

- ✓ Completed at least two (2) years study at an institution of higher education (60 semester hours); or obtained an associate's degree; or met a rigorous standard of quality and demonstrate, through passage of an approved formal state academic assessment in the following: knowledge and the ability to assist in instructing reading, writing, and mathematics.
- ✓ 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; work as a team member; and complete tasks in a timely manner.
- ✓ Demonstrates a good work ethic, has high standards for work performance, and is dependable.
- ✓ Reliable, regular and punctual attendance is an essential function of this position.
- ✓ Has a flexible schedule to accommodate the hours needed during the day.
- ✓ Certification is not required for any duties or assignments associated with this position.

Preferred

- ✓ Has experience working with students in a school setting and being responsible for their safety.
- ✓ Has experience working with office personnel and running office equipment.

Probable Duties and Responsibilities

- ✓ Provide accommodations and modifications to ensure that students are successful in meeting their goals/objectives.
- ✓ Monitor students and communicate back to appropriate staff regarding any problems, concerns or successes. Maintain documentation regarding the work record and performance of each student.
- ✓ Assist students in transitioning between programs and classrooms.
- ✓ Supervise students in the in-school suspension room, virtual learning lab and/or during passing periods and lunch.
- ✓ Any other duties as assigned.

APPLICATION

For Internal Candidates: Mail a letter of application with qualifications for position to the Office of the Superintendent

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

Human Resources
River Valley School District
15480 Three Oaks Road
Three Oaks, Michigan 49128

For additional District info, contact: Patrick Breen, Middle/High School Principal at (269) 756-9541, Ext. 1032; or visit our website at: www.rivervalley.schools.org

Date of Posting: January 19, 2018

Deadline Date: February 9, 2018 or until filled

The River Valley School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Any person who believes that he or she has been discriminated against or denied equal opportunity or access to the District's programs, activities, or services may contact the District's "Compliance Officers": Mrs. Heidi Clark, Elementary Principal (extension 1601) or Mr. Patrick Breen, Middle/High School Principal (extension 1032), 15480 Three Oaks Road, Three Oaks, MI 49128, 269-756-9541.