

PLEASE POST

RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

Position: **Special Education Teacher Assistant**
2019-20 School Year

180 Work Days

Location: Three Oaks Elementary

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.
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- ✓ 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, implement plans, and complete tasks in a timely manner.
- ✓ 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 a flexible schedule to accommodate the hours needed within the day.
- ✓ Reliable, regular, and punctual on-site attendance is required to perform the essential functions, duties, and responsibilities of a teacher assistant.

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.

Responsibilities

- ✓ Effectively participate in meetings, committees, staffing and other required district and building activities.
- ✓ Carry out instructional support and training activities with students under the direction of the teacher in the school setting.
- ✓ Assist in planning and implementation of educational activities. The teacher assistant, as directed by the teacher, will be responsible for the supervision of the student(s) and will direct, assist, and instruct the student(s) as appropriate.
- ✓ Manages and instructs students on appropriate behavior using positive behavior support strategies consistent with Board Policy and procedures.
- ✓ Assist students in meeting self-help, health and behavior needs including toileting and personal care needs.
- ✓ Assist teachers in preparing materials, housekeeping, record keeping and data collection relative to student progress.
- ✓ Provides instruction and training on an individual student basis and in small or large groups.

- ✓ Participates in special instructional activities to meet program and student goals (e.g. loading/unloading buses, physical education, playground supervision, and lunch).
- ✓ Understand and be aware of medical needs of students and following medical protocol under the supervision of a building administrator as appropriate.
- ✓ Maintains confidentiality.
- ✓ Follows established policies/procedures re: students medical concerns, safety, student rights, emergency/disaster plans and so forth.
- ✓ Assist the student(s) in transitioning between programs and classrooms.

ALL INTERESTED APPLICANTS must apply through the Hire Enterprise Online Application System: https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=JA000561

Please upload your letter of interest, resume, reference letters, transcripts, and other pertinent information directly to your application.

Questions may be directed to Michelle Sykora, Special Education Coordinator at (269) 756-9541, Ext. 1101 or email her at msykora@rivervalleyschools.org

Date of Posting: May 24, 2019

Deadline Date: June 14, 2019 or until filled

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Web, Internal, RVEA, Newspapers, Hire Enterprise

www.rivervalleyschools.org