

# PLEASE POST

## RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

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

**Location:** Chikaming Elementary

**Qualifications:**

**Required**

Must have a secondary school diploma or its recognized equivalent and one of the following:

- 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.

Reliable, regular and punctual attendance is an essential function of this position.

**Preferred**

- ✓ Has experience working in a school setting
- ✓ Has the experience supervising students and being responsible for their safety
- ✓ Has experience working with school-age children
- ✓ Fluency in Spanish is a plus

**Duties**

- ✓ Assist in upholding and enforcing school rules
- ✓ Work with individual student or small groups to conduct interventions deemed necessary for student learning
- ✓ Assist with administration, scoring of benchmark assessment, and progress monitoring assessments
- ✓ Keep the teachers informed of student progress or non-progress of individual students
- ✓ Assist in supervising students in your charge both inside and outside the classroom
- ✓ Maintain detailed records and graphs of all students receiving interventions
- ✓ Participate in in-service training programs, faculty meetings and special events as needed
- ✓ Input progress monitoring data into database
- ✓ Perform other duties assigned by supervisor
- ✓ Maintain confidentiality of information

*(The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.)*

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**ALL INTERESTED APPLICANTS** must apply through the Hire Enterprise Online Application System:

[https://ats4.searchsoft.net/ats/app\\_login?COMPANY\\_ID=JA000561](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 Heidi Clark, Chikaming Elementary Principal at (269) 426-4204 or email her at

[hclark@rivervalley.schools.org](mailto:hclark@rivervalley.schools.org)

**Date of Posting:** June 20, 2019

**Revised/Reposted:** August 6, 2019

**Deadline Date:** Until filled

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Web, Internal, RVEA, Newspapers, Colleges, Hire Enterprise

[www.rivervalley.schools.org](http://www.rivervalley.schools.org)