

PLEASE POST

RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

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

Location: River Valley 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.

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 Ryan Portenga, Middle High School Principal at (269) 756-9541, Ext. 1032 or email him at rportenga@rivervalleyschools.org

Date of Posting: September 1, 2021

Deadline Date: Until Filled

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Internal, RVEA, Website, Hire Enterprise, Newspapers, Local Colleges (LMC, SMC)

www.rivervalleyschools.org