

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.

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 info, contact – Patrick Breen, Middle/High School Principal at (269) 756-9541, Ext. 1032

Date of Posting: January 10, 2019

Deadline Date: Until filled

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Internal, RVEA, Website, Applitrack, Newspapers, Local Colleges (LMC, SMC)