

# JAMESTOWN SCHOOL DISTRICT

## Instructional Assistant-Special Education Pos# IA-SE-2 JOB ANNOUNCEMENT

The Instructional Assistant assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; assist in the preparation of instructional materials and implementation of instructional activities; perform related clerical and health care duties as assigned.

### MINIMUM QUALIFICATIONS:

The Instructional Assistant-Special Education **must possess:**

- Complete at least 2 years of study at an institution of higher education (college level with 45 units)  
**OR**
- Obtained an associate's (or higher) degree  
**OR**
- Meet the Paraprofessional requirements with a *CODESP* certification or *No Child Left Behind (NCLB)* certification

### ESSENTIAL DUTIES-Position requires the ability to:

- Assists in monitoring and overseeing of student work; confer with the teacher concerning instructional activities and materials to meet student needs; accompany and assist students in mainstreamed classes as required
- Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures
- Observe and control behavior of students in the classroom according to established policies and procedures; monitor and assist students during outdoor and other activities as required
- Perform a variety of clerical duties such as filing, sorting, duplicating, maintaining data & records
- Treat students, parents and staff courteously and tactfully
- Develop and maintain effective and cooperative working relationships
- Work confidentially
- Comply with schedules and meet deadlines
- Pass required background checks and clearances
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Salary per 2021-2022 Classified Salary Schedule Range E, \$15.39 - \$17.41

\* Schedule may be altered to assist the needs and demands as they relate to COVID-19, and on early release/minimum/conference days.

Work year will follow School District calendar  
3.5 hours/day, (.44 F.T.E)  
Monday – Friday  
8:35 am – 12:05 pm

If interested submit application on-line via EdJoin, Indeed, or submit application to:

Bebo Malone, Administrative Assistant  
Jamestown School District  
18299 Fifth Avenue  
Jamestown, CA 95327  
[bmalone@jespanthers.org](mailto:bmalone@jespanthers.org)

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