

JAMESTOWN SCHOOL DISTRICT

Instructional Assistant-Special Education

Pos# IA-SE-8

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

5.92 hours/day, (.74 F.T.E)

Monday – Friday

8:15 am – 2:45 pm (includes a 35- minute non-paid lunch)

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

Bebo Malone, Administrative Assistant

Jamestown School District

18299 Fifth Avenue

Jamestown, CA 95327 bmalone@jespanthers.org

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Equal Opportunity Employer

Open Until Filled

Posted: November 1, 2021