

**JOB POSTING**

**JOB TITLE:** Instructional Aide  
**RESPONSIBLE TO:** Principal  
**DEPARTMENT:** Secondary Program  
**EMPLOYMENT DATE:** January 6, 2020  
**WORK SCHEDULE:** Monday – Friday (8:00 a.m. – 4:00 p.m.)

**QUALIFICATIONS:**

- Associate’s Degree preferred; High School Diploma required.
- Experience working with those who have severe disabilities, preferably in an educational setting.
- Ability to frequently assist students in all areas of self-care, including lifting and positioning.

**RESPONSIBILITIES:**

- To assist children with dressing, self-care, transportation, meal time and other duties as directed by department managers.
- To assist the teacher in routine activities of the classroom including programming and data keeping.
- To provide consistency as necessary with behavioral, therapeutic and educational plans and programs.
- To accept/follow directives and supervision regarding the students and their programs.
- To be flexible regarding daily assignments (in the morning and throughout the work day).

**COMPENSATION:** To be determined.

**POSTING PERIOD:** Until position is filled.

Resume and cover letter only; no telephone inquires please. Send correspondence to the Employee Relations Office.

An Equal Opportunity Employer