

JOB POSTING

JOB TITLE: Instructional Aide
RESPONSIBLE TO: Principal
DEPARTMENT: Secondary Program
EMPLOYMENT DATE: As soon as possible
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, mealtime 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 workday).

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