

LEXINGTON

25-26 75th Street · East Elmhurst, NY 11370-1472
917.832.1676 (VP) · 718.350.3300 (Voice) · 718.899.9846 (Fax)

POSITION AVAILABLE

Position: Instructional Assistant – High School
Reports to: High School Supervisor
FLSA Status: Non-exempt
Position Type: Full-time, 10-month position – Benefit Eligible
Date Received: May, 2018

Qualifications:

- New York State Certification as teaching assistant
- Experience working with adolescents preferred
- Knowledge of American Sign Language
- Regents or Local High School Diploma or GED

Responsibilities:

- Provide support to teacher by maintaining and monitoring students' classroom progress and supporting a positive classroom culture and environment
- Provide one-on-one instruction/support to students as needed
- Prepare classroom materials
- Take Crisis Prevention Intervention (CPI) workshop provided by Lexington
- Escort physically limited students from class to class as needed
- Supervise students at lunch duty
- Function as teacher when a teacher is absent
- Support student internship and community service placement programs by accompanying students to placements to supervise and assist as needed
- Update students' progress reports
- Proctor state-wide exams as needed
- Provide coverage in classes outside of the regular classroom environment; including, but not limited to: Physical Education, Career Education, Art, Dance, Technology, etc.
- Other duties as assigned

Available: Immediately

Deadline: Until filled

**For Information,
Contact:** Human Resources, 718.350.3028

**To Apply,
Contact:** jobopportunities@lexnyc.org or fax at 718-350-3332
(Please indicate "IA – High School" in subject line)