

## **Eagle Charter School**

### **Instructional Assistant Job Posting June 2023**

#### **GENERAL DUTIES:**

To improve student achievement by assisting licensed teachers in the planning and implementation of educational programs, including individualized education programs (IEPs).

To perform instructional activities in support of the prescribed lesson plan and delivered to students within the least restrictive environment (LRE) conducive to student success; to assist in providing a safe, healthy environment for all students, including students with complex behavior or medical needs; and to perform a variety of general clerical duties.

Positions in this classification perform instructional assistance and routine clerical duties in general education programs and settings, kindergarten to fifth grade. May assist the teacher in small and large group settings or in individual tutoring, sometimes in a reasonably autonomous fashion.

#### **ESSENTIAL REQUIREMENTS:**

##### **Knowledge of:**

- Basic principles and practices of instructional programs within the area of assignment.
- Proper child care techniques.
- Techniques and methods of student supervision and classroom management.
- English usage, spelling, grammar and punctuation, and basic bookkeeping, as required of specific assignments.
- Modern office methods, practices, procedures and computer equipment.

##### **Ability to:**

- Learn growth and development principles of students.
- Monitor student progress and advise teachers of student progress or perceived deficiencies.
- Patiently and effectively work with students, including students with behavioral problems and mild learning disabilities.
- Learn basic first aid and safety requirements.
- Work in a team situation.
- Work independently, in the absence of direct teacher contact, to carry out a prescribed lesson plan or activity schedule.
- Apply prescribed instructional programs in small and large group settings and in an individual tutoring setting.
- Type at a speed necessary for successful job performance.
- Physically perform job tasks.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
  - o **Experience working in a school setting preferred.**
  - o **Experience working with elementary-aged children preferred.**
  - o **Experience working in a MicroSociety school preferred.**
  - o **Bilingual English/Spanish, English/ASL, or English/Russian preferred.**

This is for a 1.0 FTE Instructional Assistant position that works primarily with kindergarten and grade 1. Hours will be determined during the school year and may be subject to change to fulfill school need. Typical hours for this position are 7:45AM-4:15PM.

**Compensation:** Based on education and experience, hourly range \$16-20. See Eagle Charter School Classified Schedule for more information (available in the Eagle Office).

**To Apply:**

Submit a cover letter outlining your qualifications with a resume and at least three references or letters of recommendation to Eagle Charter School ([office@eaglecharter.org](mailto:office@eaglecharter.org))

For more information about Eagle Charter School visit [www.eaglecharter.org](http://www.eaglecharter.org)

**Anticipated Timeline:**

Deadline for applications: June 21, 2023

Interviews: end of June

Start date: End of August 2023 (pending background check and fingerprint clearance).