



Mukwonago Area School District

JOB POSTING

Special Education Instructional Assistant

Title: Instructional Assistant Special Services
Salary Range: \$13.00/hour
Hours: 29.75 hours/week
Location: Clarendon Avenue Elementary School
Applications: November 3, 2017, 2017 until position is filled

Description: We are in need of a person to work in the classroom under the direct guidance of a teacher. This position will work with students with disabilities. You will assist in classroom modifications, communication with regular and special education staff, provide structure and feedback, and work with other students as assigned.

Qualifications - Responsibilities Under the direction of a certified teacher:

1. Works with the instructional staff, prepares for classroom activities. Works with individual/small/large groups to reinforce materials initially introduced by the instructional staff.
2. Assists in developing special strategies for reinforcing materials or skills based upon an understanding of individual students, their needs, interest and abilities.
3. Checks notebooks, corrects papers, takes notes and supervises testing and make-up work to assist students.
4. Assists and supervises students with learning, emotional, behavioral and/or physical needs in various school environments.
5. Moves or assists students in wheelchairs or students utilizing adaptive equipment. Ensure safety of students inside and outside of the building.
6. Provides health care for designated students as needed after appropriate training.
7. Performs delegated medical procedures under the direction and training of the school nurse.
8. Instruct and assist in toilet training, personal hygiene, eating habits, proper manners and other self-help skills as directed by the teacher.
9. Provides prevocational and work experience supervision and provides assistance at the job site if students are of transition age.
10. Assists in restraining and removing physically aggressive children from the instructional setting within Board policy and with Non Violent Crisis Prevention and Intervention training.
11. Operates equipment used for instructional and physical needs after support and training is provided.
12. Assists in student record keeping, such as behavioral data, grades, class work, health data, etc.
13. Assists in preparing the classroom environment for instructional activities, such as: bulletin boards, learning centers, student work centers, student desks, etc.
14. Performs other duties as assigned by authorized personnel.
15. Serves as the chief source of information for the substitute teacher.
16. Assists in the reinforcement of behavior modification programs.
17. Keeps all program/student information confidential.
18. Maintains a current assistant substitute folder.
19. Conferences on a regular basis with the certified teacher to discuss and gain an understanding of the focus and implementation of the educational program detailed within the IEP.
20. Maintains good communication and rapport with staff and parents under the direction of the teacher.
21. The District will assist the successful candidate with securing a valid instructional aide (Assistant) license (883) or equivalent required for special education and highly preferred for regular education. (\$100.00 to obtain a 5 year DPI license with district endorsement.)

Expectations:

1. Comply with all district and departmental guidelines and expectations.
2. Comply with board policies as defined on district website.
3. Comply and uphold exceedingly high levels of confidentiality and customer service.
4. Ability to work effectively with staff, students.
5. Obtain and maintain required DPI License.
6. Neat and professional in appearance and behavior.

Reports to: Teacher/Principal/Director of Pupil Services

Employment: 10-month employee

Benefits: Per employee handbook

Submit To: Mukwonago Area School District
385 E Veterans Way, Mukwonago, WI 53149
masdjobs@masd.k12.wi.us
Questions Call: 262-363-6300 Ext 24103

NON-DISCRIMINATION:

The Mukwonago Area School District complies with the provisions of Title IX, Section 504 of the Rehabilitation Act of 1978, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and Wisconsin Fair Employment Act; and does not discriminate against students per Section 118.13, Wis. Stats., on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, religion, physical, mental, emotional or learning disability or handicap in its educational programs or activities.

The Mukwonago Area School District does not discriminate in employment on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, political affiliation or belief, arrest, or conviction record, or membership in the national guard, state defense force, or any reserve component of the military forces of the United States.

Questions regarding compliance should be addressed to:

Susan Muentzer Equal Opportunity Officer
385 E Veterans Way
Mukwonago, WI 53149
Tel. No. (262) 363-6300 Ext 24500
