



Mukwonago Area School District

JOB POSTING

Instructional Assistant

Title: Instructional Assistant – 1st Grade Classroom
Salary Range: \$12.50/hour
Hours: 25.00 hours/week (8:30 a.m. – 1:30 p.m. Monday through Friday)
Location: Rolling Hills Elementary School
Applications: October 10, 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. You will assist in classroom modifications, communication with staff, provide structure and feedback, and work with other students as assigned.

Qualifications - Responsibilities Under the direction of a certified teacher:

1. Ability to relate/work with students, staff and public
2. Educational training/background as instructional assistant teacher or equivalent educational work experience preferred.
3. Possess a positive interest and understanding of children.
4. Demonstrated ability to work patiently with children.
5. Ability to work under the direction of a certified teacher in an instructional setting.
6. High School Diploma, equivalent or GED required.

Expectations:

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 in student record keeping, such as behavioral data, grades, class work, health data, etc.
5. Assists in preparing the classroom environment for instructional activities, such as: bulletin boards, learning centers, student work centers, student desks, etc.
6. Supervises students during lunch and recess.
7. Serves as the chief source of information for the substitute teacher.
8. Assists in the reinforcement of behavior modification programs.
9. Keeps all program/student information confidential.
10. Maintains a current assistant substitute folder.
11. Conferences on a regular basis with the certified teacher to discuss and gain an understanding of the focus and implementation of the educational program.
12. Assists librarian in clerical library tasks.
13. Maintains good communication and rapport with staff and parents under the direction of the teacher.
14. Neat and professional in appearance and behavior
15. All other duties assigned by authorized personnel and/or supervisor.

Reports to: Teacher/Principal

Employment Term: 10-month employee

Benefits: Per employee handbook

Salary: \$12.50

Application Dates: October 10, 2017 until filled.

Submit To: masdjobs@masd.k12.wi.us
Or by mail to: Mukwonago Area School District
385 E Veterans Way, Mukwonago, WI 53149

Questions Call: 262-363-6300 Ext 24300

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
