



Mukwonago Area School District

JOB POSTING

Instructional Assistant Kindergarten

Title: Instructional Assistant – Kindergarten Classroom (5K)
Limited Term Position – Through the end of the 2018-2019 school year.

Salary Range: \$12.50/hour

Hours: 13 hours/week (Monday to Thursday 10:30 am to 1:00 pm) (Friday 10:30 am to 1:30 pm)

Location: Clarendon Avenue Elementary School

Applications: December 18, 2018 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. Maintains good communication and rapport with staff and parents under the direction of the teacher.
13. Neat and professional in appearance and behavior
14. 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: December 14, 2018 until filled.

Submit To: Mukwonago Area School District
385 E Veterans Way, Mukwonago, WI 53149
masdjobs@masd.k12.wi.us
Questions Call: 262-363-6286 Ext 22501
Click [here](#) for application link.

Mukwonago Area School District is an Equal Opportunity Employer
