



TEACH-NW  
K-12 Virtual STEAM Academy

## **TEACH Northwest EMPLOYMENT OPPORTUNITY Internal and External Posting**

**POSITION TITLE:** Instructional Assistant

**CLASSIFICATION:** Classified

**WORK YEAR:** 2021-2022

**SALARY:** \$13.96-16.03hr

**Application Deadline Date:** Open until filled

**Start Date:** Immediately

**Position Description:** The Instructional Assistant will perform duties that are instructional in nature and provide support for students as needed. Instructional Assistant serve in a position for which an Educational Facilitator or professional has ultimate responsibility for the design and implementation of educational programs and services. The position will require a person to work both in-person and virtually 1:1 with a student, as well as in small groups in academic courses including reviewing or leading social emotional lessons from curricula or designed by an Educational Facilitator.

**Duties & Responsibilities:** Essential duties of this position include some or all of the following tasks:

- Follows and maintains knowledge of applicable District policies and procedures.
- Assists instructional staff in the preparation and adaptation of instructional materials for the purpose of providing activities and materials that facilitate student learning and performance.
- Assist the instructional staff in the planning and implementation of instructional activities, including special strategies for reinforcing instructional material or skills, and with lesson assignments (reading, math and writing groups).
- Assists students by using behavioral strategies, positive reinforcements, social stories, peer facilitation and peer training for the purpose of teaching appropriate social behaviors in accordance with students' social and behavioral learning goals.
- Assists students both in-person and virtually in a group, or on an in-person or virtual individual basis, with specific instructional tasks and/or specific student goals for the purpose of accommodating their development and growth.

- Communicates with teachers and other members of the instructional team regarding assigned students' daily progress for the purpose of assessing students' progress.
- Collect data as instructed by classroom teacher. Confer with the teacher to provide feedback on student performance, progress, and testing activities.
- Uses collaborative problem-solving (CPS) strategies.
- Participates in training for the purpose of learning new skills relevant to working with students with disabilities and/or peers.
- Performs a variety of clerical duties (e.g., scheduling, transfer of data, materials preparation) for the purpose of supporting the educational program and specific virtual classroom requirements.
- Participates effectively at regular team meetings with instructional staff members and other support staff, as requested, using appropriate social skills.
- Assists in maintaining a safe environment for student at all times.
- Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional and confidential manner.
- Appropriately maintains and secures confidential records and inquiries and maintains confidentiality of information about students and staff
- Professionally represents TEACH-NW in interactions with parents, community, staff, and students.
- Maintain appropriate certifications and training as required.
- Attends work regularly and is punctual.
- Other duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prior successful experience working in a school setting or with children strongly preferred.
- Familiarity with online learning platforms preferred.
- Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students.
- Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in virtual one-on-one and small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- Ability to appropriately communicate with students, licensed staff members, administrators and parents. Ability to exercise good judgment and work in an environment with constant interruptions.
- Certificates as determined by the District including possessing a valid Oregon Driver's License.
- Ability to obtain a valid CPR/First Aid card.
- Ability to pass a background check.

## **Application Requirements:**

External applicants must supply the following items:

- Cover Letter
- Professional Resume
- Complete Application

External applicants may use the link to the job posting below to apply and provide the items above. Internal applications must provide a letter of interest that addresses the qualifications listed in the job posting.

## **Link to Job Posting**

<https://www.marcola.k12.or.us/teach-nw/employment-opportunities/>

## **Community and Employer Information**

**Employer Website:** <https://www.marcola.k12.or.us/teach-nw/>

**TNW Description:** TEACH-NW meets the diverse needs of learners through our application of the 3W principle - Wherever, Whenever, Whatever. TEACH-NW provides diverse educational opportunities Wherever the student is located (home, school, or mobile); Whenever they need access to content (any time of the day); and Whatever the content needs may be (diverse course offerings regardless of the student's geographical location).

**EEO and ADA information:** TEACH-NW is an affirmative action/equal opportunity institution. The district does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, age, sex, national origin, disability, or otherwise proscribed by applicable state and federal laws and regulations. TEACH-NW will provide reasonable accommodations for the known disabilities of all applicants upon request and with appropriate advance notice.

**Local Contact:**

**Bill Watkins**

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