

## **Skilled Special Services Instructional Assistant English as a Second Language - Spanish**

**Applications are invited for the position of Skilled Special Services Instructional Assistant.** This position's primary function is to assist with the supervision and instruction of students with English as a Second Language. Additional duties include providing for special services needs requiring advanced skills; and relieving teachers of routine clerical tasks. The Skilled Special Services Assistant **must be able to fluently speak, read, and write in Spanish.**

**Work Schedule:** This position is a 10 month position that follows the school calendar, and works Monday through Friday.

**Wage:** Position starts with an introductory wage of \$15.04/hour. Upon successful completion of the introductory period, the hourly rate will increase from \$16.71/hour to \$18.72/hour depending on experience. This position offers a competitive benefit package. More information about our benefits may be found at: [www.lewistonschools.net/departments/businessoffice/benefits.html](http://www.lewistonschools.net/departments/businessoffice/benefits.html).

### **Essential Job Functions:**

- \* **Assists** students with care for special needs for the purpose of fostering greater independence and functionality.
- \* **Assists** teachers and ancillary personnel for the purpose of implementing individual student plans.
- \* **Develops** instructional materials within skilled area (under supervision) for the purpose of enhancing student learning.
- \* **Instructs** students for the purpose of enhancing student growth in skills and knowledge.
- \* **Translates (ESL assistants)** verbal and/or written communication for the purpose of creating greater student functionality and independence.
- \* **Maintains** student records and/or assigns grades for the purpose of identifying changes in student skills and ensuring a safe and appropriate learning environment.
- \* **Models** appropriate behaviors for the purpose of providing appropriate model for student observation and imitation.
- \* **Provides** information to appropriate staff for the purpose of enhancing student learning and individual student plans.

### **Other Job Functions:**

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- \* **Participates** in various meetings and trainings for the purpose of sharing information and/or improving one's skills/knowledge.
- \* **Places/removes** students in/from job positions for the purpose of offering opportunities to them to gain experience in the world of work.

## **Job Requirements - Qualifications:**

- \* **Experience Required:** Job-related experience within specialized field

- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* perform basic clerical functions; perform basic arithmetic calculations; operate standard office equipment including pertinent computer applications; use English in both written and verbal form to communicate effectively with students and staff; use correct grammar, punctuation and spelling; and perform multiple specialized tasks within skill area.

**Specialty Skills: Speak, read, and write in Spanish.**

*Knowledge of:* appropriate assessment instruments, techniques, and treatment modalities; principles of child development and instructional processes; problem-solving methodology; and rules and regulations of assignment building/classroom.

*Abilities to:* implement established curriculum; understand and address students with special needs; understand and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; work accurately, with attention to detail and with minimal supervision; read/interpret/apply rules, regulations, and policies; prepare and maintain accurate records; work cooperatively with others; plan and manage projects; rapidly learn methods and materials used in a variety of instructional situations; administer appropriate assessment instruments and techniques; interact with persons of different age groups and cultural backgrounds; adhere to safe work practices; adjust to flexible work assignments; work under time constraints; make common sense decisions; and perform basic first aid and health care for special needs students; complete a comprehensive in-service training program.

*Significant physical abilities include* stooping/crouching, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.

- \* **Education Required:** High school diploma or equivalent. Must meet at least one of the following criteria: completed two (2) years successful post high school education (32 semester credits in the core area) or pass the ETS Para-Professional Assessment.
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability