



LAKE TAHOE UNIFIED SCHOOL DISTRICT CLASSIFIED EMPLOYMENT OPPORTUNITY

March 27, 2018

POSITION: **INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION**

SOUTH TAHOE HIGH SCHOOL

SCHOOL YEAR: 2017-2018

HOURLY RATE: Range 6: \$14.25/hr - \$15.71/hr (Depending on Experience)

HOURS: 5.75 hrs/day

DUTY DAYS: 180

REPRESENTATIVE DUTIES:

- Assist a certificated teacher with instruction in an assigned special education program or classroom.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Reinforce instruction to individual or small groups of students in a special education program.
- Assist in the preparation of instructional materials and provide routine clerical support.
- Learn instructional techniques appropriate for students with learning disabilities and other difficulties.
- Learn, apply, interpret and explain specialized mathematics, reading, writing and other tests for special education students.
- Follow and modify lesson plans to fit individual student needs.
- Demonstrate an understanding, patient, and receptive attitude toward special education students.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.
- Administer First aid and CPR.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

EDUCATION AND EXPERIENCE:

- High School Diploma REQUIRED.
- A qualifying AA and/or BA, 48 college units, OR successful completion of a Paraprofessional Skills Test REQUIRED.

APPLICATION PROCEDURE: Please submit a COMPLETE online application packet to www.edjoin.org.

Questions regarding this position may be directed to: Dana Lincoln, Human Resources Department at dlincoln@ltusd.org

1. Edjoin Application
2. Letter of Introduction elaborating on training, goals, and relevant experience.
3. Resume
4. Minimum 3 letters of recommendation

PLEASE SCAN AND UPLOAD LETTERS THAT ARE SIGNED AND DATED! LETTERS THAT ARE NOT SIGNED OR DATED WILL NOT BE CONSIDERED AND MAY RESULT IN AN INCOMPLETE APPLICATION PACKET.

DEADLINE FOR APPLICATION: *Until filled*

Lake Tahoe Unified School District is an Equal Opportunity/Affirmative Action/ADA Employer