

## STANFIELD ELEMENTARY SCHOOL: Instructional Assistant position

Posted: August 2, 2023

Open: Until Filled



### JOB DESCRIPTION

Stanfield School District is hiring an elementary Instructional Assistant classified positions for the 2023-24 school year.

### QUALIFICATIONS

- Previous classroom experience preferred;
- Ability to work with a diverse group of students with a broad range of learning and behavioral needs;
- Ability to work harmoniously with others and to communicate effectively (both verbally and in writing) with students, parents, and teachers;
- Ability to maintain confidentiality;
- Perform physical requirements which may include:
  - Moderate degree of physical stamina
  - Ability to stand, walk and bend frequently, and physically move students or equipment weighing up to 50 lbs. as needed.

### OTHER PREFERRED QUALIFICATIONS

- Training and experience with Conscious Discipline;
- Previous experience in a small-group instructional setting;
- Associates degree;
- Bi-lingual in English and Spanish

### RESPONSIBILITIES

- Meet the learning needs of individual students by assisting the teacher in planning and delivery of instructional experiences that are appropriate for the students, the subject matter, and the desired learning objectives;
- Cooperate with supervising teacher to establish parameters for student behavior and to communicate them clearly;
- Motivate students to accomplish stated objectives;
- Give clear directions and ask for student understanding;
- Use time and material effectively in relation to lesson goals and objectives;
- Assist the teacher in acquiring or creating appropriate instructional materials;
- Assist the teacher in providing an environment that is conducive to learning;
- Gather and submit data and maintain student records as requested by the supervising teacher;
- Perform other duties that may be assigned to meet the unique needs of individual students;
- Supervise students in all school settings;
- Communicate concerns with building principal or supervising teacher, not staff or co-workers;
- Other duties as assigned.
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**APPLICATION INFORMATION:** Link to actual application from our website—<https://5il.co/fis0>

Submit an application in one complete email file that includes:

- Letter of application and current resume
- Three (3) current letters of recommendation and unofficial copy of transcripts (if applicable)

Beth Burton, Superintendent

Stanfield School District #61R

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**AN EQUAL OPPORTUNITY EMPLOYER**