

Posting: *Vacancy Announcement*-**Instructional Assistant**

Start Date: 2023-2024 School Year

Immediate Supervisor: Principal

Pay Scale Level/Days: Classified Salary Class D; 190 Days

Minimum Qualifications/Requirements:

- Assists in planning and implementing the daily program under the direction of the teacher.
- Works individually with students and/or in small groups to help reinforce learning objectives
- To provide ongoing assistance to students and teacher; and to perform a variety of tasks relative to assigned area of responsibility.
- Participates in lunchroom, recess, hall-monitoring, and bus duties
- Performs general housekeeping and clerical duties of assigned area.
- Provide information and assistance to staff members, students and parents in a helpful, courteous and timely manner.
- Maintain confidentiality of privileged information.

Minimum Qualifications/Requirements:

- Must hold an associate's degree or higher, have completed at least two years of study- a minimum of 60 semester hours at a regionally accredited college or university or a passing score on the Paraprofessional Test.
- Experience working with children in an organized setting preferred.

This job description is intended to serve as a summary of the primary responsibilities and qualifications for this position. It is not intended as inclusive of all duties an individual may be asked to perform while in this position or of all qualifications that may be required now or in the future.

Application Deadline:

*Open until filled**

**Please note the application deadline date is for the convenience of the District.
We reserve the right to extend the deadline.*

Application Procedure:

All interested persons should submit an application, resume and complete credential packet online at www.applitrack.com/florence/onlineapp

Angelia Scott, Director of Human Resources
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Florence School District Three
Does Not Discriminate On The Basis of Race, National Origin,
Religion, Age, or Disability