

# GILA COUNTY REGIONAL SCHOOL DISTRICT

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## **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT DATE:** May 20, 2016 Internal/External  
**CLOSING DATE:** Until Filled  
**JOB CLASSIFICATION:** Classified

**JOB TITLE:** **Instructional Assistant**

**LOCATION(S):** San Carlos Adult and Juvenile Rehabilitation Center  
**BEGINNING DATE:** July 1, 2016  
**TERMS OF EMPLOYMENT:** At-will employee, 8 hours daily  
**SALARY:** Private Treaty, DOE

**REPORTS TO:** Teacher/ School Administrator

### **POSITION DESCRIPTION**

This position involves the performance of instructional and non-instructional duties in the service of the juvenile detention education teacher and in support of students in the detention education school setting. Emphasis is on assisting students to achieve academic, social/personal, and work-related goals. Duties are varied and may include the following: working with students individually or in small groups; monitoring on-task behavior; establishing positive relationships with students, parents and other staff; monitoring student activities; grading student work and maintaining student records; operating and assisting in maintenance of AV equipment and computers; collaborating with other staff members to ensure student success; and performing other duties as required.

### **ESSENTIAL DUTIES & RESPONSIBILITIES** *(Other duties & responsibilities may be assigned.)*

- Establish and maintain positive rapport with students, employees and community.
- Assist teacher in maintaining a safe environment conducive to learning.
- Assist teacher in implementing academic, social/personal and work-related curricula.
- Assist teacher as needed with planning, preparation and distribution of classroom materials, including computer-assisted instruction and software programs.
- Instruct or assist individual students or small groups using instructional objectives and lessons developed by the certified teacher.
- Assist teacher in assessing, monitoring and recording student progress.
- Monitor and motivate students for on-task behavior.
- Other job-related duties as assigned.

### **MINIMUM POSITION REQUIREMENTS**

High School Diploma or equivalent (GED) required; Associate's Degree, 60 college credit hours, or passing score on Para Pro test required; bilingual and previous experience preferred.

### **APPLICATION PROCEDURES**

Submit the following: External applicants: 1.) Employment Application; 2.) Resume; 3.) Transcripts; and 4.) Two (2) current letters of recommendation and 5.) Fingerprint Clearance Card. Internal applicants: Submit letter of interest.

**NOTICE OF NON-DISCRIMINATION:** The Gila County Regional School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The County School Superintendent has been designated to handle inquiries regarding non-discrimination policies.