

# Longview Independent School District

## VACANCY ANNOUNCEMENT

### 2018 Summer School

### **BOLD – Elementary Instructional Assistant**

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#### PRIMARY PURPOSE:

Assist the classroom teacher in performing a variety of tasks and carrying out instructional procedures as directed by the classroom teacher. Work under the general supervision of principal and immediate direction of certified teacher.

#### QUALIFICATIONS:

MUST BE CURRENT LISD EMPLOYEE:

SPECIAL KNOWLEDGE AND SKILLS:

Ability to work with children within a school setting preferred  
Ability to follow verbal and written instructions in Spanish and English  
Ability to communicate effectively  
Knowledge of general office equipment  
Fluent in English and Spanish

#### RESPONSIBILITIES AND DUTIES:

Conduct instructional exercise assigned by the teacher, work with individual students or large groups at the elementary school level  
Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment  
Work with individual students to complete assignments given by classroom teacher  
Consult classroom teachers regarding student assignment  
Distribute, collect, and check student assignments for accuracy  
Maintain individual files of completed student assignments and return to classroom teachers  
Supervise students during Breakfast and restroom breaks and bus duty  
Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP)  
Participate in staff development training programs, faculty meetings, and special events as assigned  
Maintain confidentiality in all school matters  
Other duties assigned

### **2018 Summer School Schedule:**

- **June 4, 2018 – June 29, 2018 ( Monday – Friday)**
- **Instructional Time: 8:00 a.m. – 2:30 p.m.**
  - **Work Day: 7:30 a.m. – 3:00 p.m.**

**SALARY: \$15.00 per hour**

**APPLICATION DEADLINE: May 18, 2018**

**LOCATION: East Texas Montessori Prep Academy**

**APPLICATION PROCESS: *In-district applicants submit:*** A letter of interest, current resume and the completed **2018 BOLD Summer School Para Professional Application**. **Please save the application to your computer as a PDF file and upload the completed application to the Human Resources Department Google application form on or before May 18, 2018.** A copy of your completed application will be forwarded to your principal.

**CONTACT: Loretta T. Martin, Director of HR, Longview ISD, PO Box 3268, Longview, TX 75606. For additional information you may call (903) 381-2200.**

**An Equal Opportunity Employer**

*Longview Independent School District is an equal opportunity employer and does not discriminate on the basis of age, national origin, race, color, sex, religion, disability, or against any other legally protected group.*

**Posted: 5/7/2018**