

Longview Independent School District

VACANCY ANNOUNCEMENT

2018 Summer School

Elementary Instructional Assistant

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

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

TERMS OF EMPLOYMENT: 2018 Summer School Schedule

SALARY RANGE: \$15.00 per hour

Session: June 11-14, 2018; June 18-21, 2018; and June 25th.

(Monday – Thursday)

June 25th 5th grade math (retest) and June 27th 5th grade reading (retest)

Instructional Time: 7:30 – 12:30 p.m.

LOCATION: Elementary School Campus Selected -

Ware, South Ward, and Ned Williams students will have summer school at WARE-

Bramlette, Everhart, and Johnston-McQueen students will have summer school at BRAMLETTE

APPLICATION PROCESS: In-district applicants submit: A letter of interest, current resume

and the completed **2018 Summer School Para Professional application (all grade levels)**.

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 for Longview ISD Human Resources Department.

For additional information, please 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: 05/7/2018