

Longview Independent School District
VACANCY ANNOUNCEMENT
2018 Summer School
Instructional Assistant ESL/Newcomers

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:

Fluent in English and Spanish

SPECIAL KNOWLEDGE AND SKILLS:

Ability to work with children with in 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 lunch and restroom breaks

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

Sessions:

June 11-14, 2018 and June 18-21, 2018

(Monday–Thursday) Instructional Time: 8:00 a.m. – 12:00 p.m.

Work Day: 7:30 a.m. – 12:30 a.m.

LOCATION: Forest Park Middle School

APPLICATION PROCESS: In-district applicants submit: A letter of interest, current resume and the completed 2018 ESL/Newcomers 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 for Longview ISD Human Resources Department for additional information, please call 903.381.2200