

# Longview Independent School District

## VACANCY ANNOUNCEMENT

### *2018 - Summer School Instructional Assistant*

### *Middle School*

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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  
Ability to follow verbal and written instructions in Spanish and English, preferred  
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  
Other duties assigned

**TERMS OF EMPLOYMENT: 2018 Summer School**

**SALARY RANGE:** \$15.00 per hour

**Sessions:** June 11-14, 2018; June 18-21, 2018; and June 25th  
June 26<sup>th</sup> 8<sup>th</sup> grade math (retest) and June 27<sup>th</sup> 8<sup>th</sup> grade reading (retest)  
(Monday – Thursday) Instructional Time: 8:00 a.m. - 12:00 p.m.

Work Day: 8:00 a.m. - 12:30 p.m.

**LOCATION:** Middle School Selected

**APPLICATION:** 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: May 7, 2018**