

Position Type:

Classified Support Staff: General Student Program Support

Location:

Meridian Technical Charter High School

Closing Date: 5/16/2023

Hours: Full Time

Salary: \$17-\$25 DOE

Calendar: 179

Apply at: <https://www.mtchs.org/jobs>

PURPOSE

Provides intervention services to students. Assists special education teacher with students and performs other related work as required or assigned.

PERFORMANCE RESPONSIBILITIES

The primary function of an employee is to work with students and may work with an individual student or groups of students. The position is directly supervised by the Special Education Teacher with overall supervision by the building Principal.

ESSENTIAL DUTIES

- Provides assistance to special education teachers in the special education program;
- Assists teachers in implementing students' Individual Education Plans (IEPs);
- Assists teachers by preparing lesson plans and preparing, modifying, and adapting materials and presentations used in the classroom;
- Assists teachers in administering diagnostic, skills, and level testing;
- Assists students with classroom and homework assignments, tutoring, or other supplemental instruction;
- Assists students with socialization;
- Assists students individually and/or in a group situation;
- Assists teachers with classroom activities, classroom management, lesson plans, grading papers, clerical and record-keeping duties, creating and updating reports and files, and other documentation, as directed;
- Performs substitute teacher duties in the absence of the teacher;
- Assists teachers with clerical duties including, but not limited to, copying, inputting records and data into a computer, faxing, text and document preparation, and related duties;
- Assists with student supervision on field trips and related extracurricular activities;
- Performs school grounds, bus, noon, and other monitoring and safety duties, as assigned
- Participates in appropriate training, workshop, and in-service programs;
- Performs other related duties as required;
- Performs all work duties and activities in accordance with District policies, procedures and safety practices

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic educational procedures and objectives, including classroom instruction and presentation, preparation of teaching materials and aids, behavior management and modification, testing and grading, tutoring, and student-teacher relations and interactions;
- Basic special education methods and procedures for dealing with students;
- Operation of classroom instructional equipment;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software.

Ability to:

- Follow written and oral instructions and observe policies and procedures;
- Interpret and modify classroom instructions, materials, and presentations to the appropriate learning level of the assigned student;
- Prepare and provide basic classroom services for students, including but not limited to, instruction, tutoring, student evaluation, lesson plans, curriculum implementation, materials preparation, and classroom management;
- Maintain a calm personal demeanor and remain focused in situations of high stress;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Prepare and maintain required records, files, reports, logs, statistics, and documentation;
- Operate classroom instructional equipment;
- Perform basic office tasks including keyboarding, copying, and filing;
- Perform time management and scheduling functions, meet deadlines, and set task priorities;
- Establish and maintain effective working relationships with students, teachers and staff members, and other personnel;
- Communicate effectively, both orally and in writing;
- Maintain student, school, and parental confidentiality;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

QUALIFICATIONS

- High school diploma or GED equivalent required; college or other advanced education or training is preferred; and
- Classroom or other instructional experience is preferred; and
- Experience with special needs children is preferred; or
- Any equivalent combination of experience and training providing knowledge and abilities to perform the work.

EVALUATION

Yearly by supervisor

TERMS OF EMPLOYMENT

To be determined by calendar year

Regular attendance is an essential function of this job

- If you are chosen for this position your employment with the District would be "at will".
Employment at Will means that the employee or the District may terminate the employment relationship with or without cause, and with or without notice, at any time.
- As per Idaho Code 65-5-1/65-503: "Eligible veterans are provided advantages in public employment in Idaho..."