

## **Substitute Instructional Assistant, George G. Dodge Intermediate School, Twinsburg City Schools**

**Closing Date:** UNTIL FILLED

**To apply for this position, click on this link:** [Substitute Instructional Assistant](#)

Hours Per Day: 7.5 hours per day – everyday until the end of the 24-25 school year.

### **Position Purpose**

Under the direct supervision of a certified staff member, to assist certified professional staff with students in the classroom to meet instructional goals and objectives.

### **Essential Job Functions**

- Assists and guides students to reinforce reading, language arts, mathematics, computer instruction, and other skills.
- Works with students individually and in small groups to reinforce basic learning and implement assigned programs.
- Assists professional staff in the administration of classroom exercises, tests and assessments.
- Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
- Assists with record-keeping procedures to document student learning and performance.
- Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
- Assists students in non-instructional areas, such as supervising the student lunch programs, bus duty, playground duty, corridor, study hall, and other related non-instructional areas.
- Accompanies students on field trips for the purpose of assisting with supervision.
- Constructs, copies and distribute and use educational materials as needed.
- Assists students with special needs in all aspects of classroom instruction to maximize inclusion, learning, achievement if IEP objectives, etc.
- Assist students with physical or mental disabilities with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities.
- Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.

**Additional Duties:**

- Assist guidance, pupil services staff or building administration, as needed.
- Perform any other related duties as assigned

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

**Equipment**

Use standard office equipment, such as personal computers and copiers.

**Travel Requirements**

Travel between schools may be required for certain positions.

**Knowledge, Skills and Abilities**

- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed to assist students.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel).
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students with special needs.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to report work orally or in writing to supervisor as required.
- Effective writing and verbal communication skills.

**Physical and Mental Demands, Work Hazards**

Works in standard office and school building environments.

Ability to work outdoors during outdoor student activities.

**Qualifications Profile:**

Any combination of education and experience providing the required skill and knowledge

for successful performance would be qualifying. Typical qualifications would be equivalent to:

- High School diploma or equivalent.
- Educational Aide Permit issued by the Ohio Department of Education.
- Prior experience working with special needs children desirable.

**FLSA Status:** Non-exempt

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