



JOB TITLE	Alternative Program Instructional Assistant
LOCATION	Nora Elementary School
WORK SCHEDULE	Part Time, 6 hours/day
CALENDAR LENGTH	School Year, 185 Days
FLSA CLASSIFICATION	Non-exempt, hourly employee
HOURLY RATE	\$19.28 (\$21,480 Annually)
BENEFITS	Paid Illness and Personal Business days, Seven paid holidays, District contributions to VEBA and 401A retirement accounts

If you are viewing this posting from an external website (i.e., Indeed), please apply at:

www.msdt.k12.in.us/hr/careers/

JOB DESCRIPTION:

The Alternative Education Instructional Assistant reports directly to the Alternative Education Teacher. Areas of responsibility include:

1. Support student academic work
2. Provide behavior training and coaching for students
3. Serve under the direction of the alternative education teacher and program administrator
4. Implement behavior plans
5. Assist with record keeping
6. Support student transitions
7. Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Previous experience working with children
Experience implementing behavior supports for students
Basic computer skills required

EDUCATION:

Minimum of 60 credit hours from an accredited college or university required, or passing score on paraprofessional exam

PHYSICAL DEMANDS:

Seldom = Less than 25% /Occasional = 26 to 50% /Often = 51 to 75% /Very Frequent = Greater than 75%

PHYSICAL REQUIREMENT	PERCENTAGE OF TIME
Ability to stand for extended periods of time	Very Frequent
Ability to lift 25 pounds	Seldom
Ability to carry 25 pounds	Seldom
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading rules and policies and other printed matter	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate job-related equipment	Often
Ability to reach in all directions	Occasional