



JOB TITLE	Edmentum Classroom Instructional Assistant
LOCATION	True North Academy
WORK SCHEDULE	Full Time, 8 Hours/Day
CALENDAR LENGTH	School Year, 185 days
FLSA CLASSIFICATION	Non-exempt, hourly employee
HOURLY RATE	\$19.28 (\$28,534.40 Annually)
BENEFITS	Paid Illness and Personal Business days, Seven paid holidays, Health, Vision, Dental and Life insurance eligible, District contributions to PERF, 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:

Primary Purpose is to support student achievement, growth and proficiency working collaboratively with classroom teachers, English Learner teachers, special education teachers and building leadership team. Instructional Assistant will support student achievement in an online credit recovery program aimed to put students on track for high school graduation.

ESSENTIAL FUNCTIONS:

- Deliver targeted intervention to students in an online credit recovery program.
- Participate in professional development weekly to support student needs.
- Work with students in one on one, small group or large group settings.
- Enter, track and utilize student data to inform instructional practices, including progress monitoring of skills as needed.
- Develop lesson plans to support skill growth of students.
- Collaborate with guidance counselors, EL and Special Education teachers to best support each student.
- Contribute in a positive manner to support school goals and school culture and climate.
- Participate as needed or assigned in professional development in regards to curriculum and/or instructional practices.
- Communicate with staff and parents to support student growth and achievement.
- Other duties as assigned by building Principal

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent communication skills.
- Classroom management experience or skills
- Multi-tasking and prioritizing
- Shows passion for wanting to help others.
- Creativity skills.
- Ability to show patience.
- Positive attitude.
- Knowledge and skill in technology related programs
- Use standard office equipment such as personal computers, printer, copier and fax machines, calculator, and telephone.

EDUCATION:

Bachelor's or Master's degree in Education **preferred**

PHYSICAL DEMANDS:

PHYSICAL REQUIREMENT	PERCENTAGE OF TIME
Ability to stand for extended periods of time	Seldom
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	Very Frequent
Ability to reach in all directions	Seldom

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