

## **Job Description**

- Assist classroom teachers and Special Education staff in providing academic and behavioral support to all students
- Follow lesson plans and instructional plans as directed by teachers
- Work with small groups of students or in 1:1 settings effectively
- Supervise students in a calm, dignified manner
- Demonstrate respect for all staff members and students
- Appropriately implement behavior support plans as directed by teachers and/or administrators
- Provide assistance to teachers in preparing materials for students as needed

## **Job Requirements**

- Maintain confidentiality
- Remain professional in interactions/communications with staff and students
- Work with a wide range of students with various academic needs
- Experience working with students Grades 9-12

**Job Qualifications**

A qualified candidate must:

- Have a minimum of a high school diploma
- Be able to develop and maintain a positive rapport with students and teachers
- Exhibit a positive attitude and be growth-mindset oriented
- Be willing to follow directions as given by supervising teachers/administrators
- Be flexible to work with a wide range of students with various academic needs
- Display professionalism
- Maintain confidentiality of students at all times

**Contact Information**

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**Application Instructions**

Interested candidates should scan and email the following to [ekirkendall@egreene.k12.in.us](mailto:ekirkendall@egreene.k12.in.us)

1. Resume
2. Letter of interest
3. Three references