

## HOWARD GARDNER MI CHARTER SCHOOL

**Job Title:** Special Education Instructional Assistant

**Reports to:** Director of Student Services

**Status:** Exempt; 10-month position

**Overview** Provides instructional assistance to support Schoolwide Title I Program. Collaborates with teacher(s) who implement integrated grade-level classroom instruction. Minimum of 180 days of classroom assistance/school year; additional days for pre-service, professional development, and participation in school events and activities as scheduled throughout the school year.

### **Responsibilities**

1. Promote the Mission and Vision of the school through daily interactions with students, colleagues, administration, and parents.
2. Help to create and maintain a nurturing, safe, academically challenging classroom environment.
3. Assist in reinforcing established expectations and procedures for classroom and schoolwide behaviors.
4. Assist in preparing lesson plans, and materials for lessons and activities; facilitate instructional activities as guided by the teacher.
5. Assist students in review of classroom material in a one-on-one or small group setting, independent work following main lesson instruction, student projects.
6. Assist in maintaining an organized classroom to support instruction and student learning.
7. Assist in monitoring student's classwork, homework, and assessments.
8. Collaborate with the classroom teacher in ongoing review and interpretation of student assessments to evaluate student progress.
9. Collaborate with Schoolwide Coordinator's coaching and mentoring to support integrated grade-level instruction.
10. Serve as a substitute teacher in the absence of the lead teacher, or as assigned.
11. Be able to use the school's student information system (Sycamore) to enter needed information, and to utilize the learning management system (Schoology) to support the School's instructional program.
12. Perform other duties essential to the daily functioning of the school.
13. Comply with School policies and procedures as described in the Employee and Instructional Staff Handbooks; submit required reports/forms etc.
14. Attend staff meetings and serve on committees, as required.
15. Adhere to professional, ethical, and legal standards.

### **Qualifications**

1. High school diploma and post-secondary education required.
2. Required clearances: FBI Fingerprinting, Child Abuse, and PA State Police Criminal Records.
3. Willingness to understand and conform to the educational approach espoused in the School's mission and vision statements.
4. Be physically able to operate a variety of equipment including computers, office equipment, and actively supervise students in a variety of settings, including recess and physical education.