



NOTICE OF VACANCY

Logan City School District
101 West Center
Logan, UT 84321

OPEN ROSTER

SPECIAL EDUCATION ASSISTANT

Logan City School District is now accepting applications for part-time Special Education Assistants. These positions will require availability Monday through Friday, with a consistent block of time. The job of Special Education Assistant is done for the purpose/s of providing support to the instructional program within assigned classroom/s with specific responsibility for assisting students with disabilities in basic academics (reading, language, and/or math); relieving teachers of clerical tasks; assisting students by modeling the skills necessary to perform assignments.

Work hours: Up to 5.5 hours per day

Salary: \$17.16 per hour

Contract: Current school year

Application Process

Deadline: Until filled

Applicant must be highly qualified (a minimum of 48 college credit hours or the ability to pass the ParaPro test). Please call Human Resources Department about testing dates and times.

All application materials must be submitted to Logan City School District Human Resources Office 101 West Center, Logan, UT 84321. PHONE (435)-755-2300 FAX: (435) 755-2311. **Selected finalists will be contacted for an interview.**

1. Completed Logan City School District Education Support Professional Application (available online at www.loganschools.org)
2. Transcripts of all college and university credit

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the classroom.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.

- Evaluates students during the course of the school day for the purpose of taking action and/or providing referral for resolution.
- Implements under the supervision of assigned teacher, instructional programs and lesson plans (e.g. reading, math, language, comprehension, writing, computer, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Performs general clerical functions (e.g. copying, filing, data entry, etc.) for the purpose of supporting the educational process.
- Prepares subject specific lessons appropriate for individuals or small groups for the purpose of implementing goals for remediation of speech and language deficits.
- Provides under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. reading, spelling, self esteem, behavioral skills, daily living skills, etc.) for the purpose of implementing goals for remediation of student deficiencies and ensuring student/Es success. Researches resources and methods (e.g. intervention and instructional techniques, assessment tools and methods, community resources, etc.) for the purpose of determining appropriate instructional approach for students.
- Responds to inquiries for the purpose of solving problems, providing information and/or referral.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Experience Job related experience is desired

Education High School diploma or equivalent with minimum of 48 college credit hours

Equivalency None Specified

Required Testing ParaPro Assessment Test if not highly qualified

Continuing Educ./Training 48 semester credit hours from a college or university

Clearances Criminal Justice Fingerprint/Background Clearance

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Personnel Director at (435) 755-2300 for additional information or assistance.