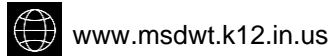
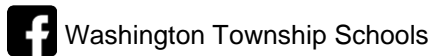


Washington Township Schools

8550 Woodfield Crossing Blvd.
Indianapolis, IN 46240
P: (317) 845.9400
F: (317) 205-3385



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

JOB DETAILS

Job Title	Learning Instructional Assistant
Education	60 College Credit hours or successful completion of Paraprofessional exam (can be taken during the first year of employment)
Location	North Central High School
Work Schedule	Part-Time, Monday – Friday, hours will vary
Calendar Length	185
FLSA Classification	Hourly, Non-Exempt
Salary/Hourly Rate	\$19.28
Benefits	Dependent on hours scheduled

JOB EXPECTATIONS & REQUIREMENTS

Job Description

Under the direct supervision of the Learning Center Supervisor, Instructional Assistants will perform the following tasks:

1. Become familiar with the materials within the NC Core 40 curriculum.
2. Become familiar with the textbooks and materials used by NC students.
3. Tutor students in small groups, assisting them in subject areas based on the class and text notes students have collected.
4. Determine from student notes and discussions the concepts that need to be taught or re-taught.
5. Conduct brainstorming sessions with students.
6. Work individually with students in any phase of the writing process.
7. Respond to student writing.
8. Communicate with the ASLC supervisors regarding course outlines and assignment schedules as needed.
9. Communicate frequently and honestly with the Learning Center supervisors regarding student progress and areas of concern.

Education

- High School Diploma or GED.
- Must pass paraprofessional exam, if less than 60 college credit hours.

PHYSICAL REQUIREMENT	PERCENT OF TIME
	Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Often
Ability to carry 25 pounds	Occasional
Amount to lift 25 pounds	Occasional
Amount of force to push/pull up to 25pounds	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 laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Seldom
Overhead work	Seldom

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.