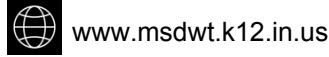
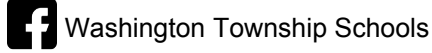


# Washington Township Schools

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.

If you are applying for this position using an outside job board (i.e. Indeed), please visit our website directly to apply at [www.msdwt.k12.in.us/careers](http://www.msdwt.k12.in.us/careers).

## JOB DETAILS

<b>Job Title</b>	Special Education Instructional Assistant
<b>Education</b>	60 College Credit hours or successful completion of Paraprofessional exam (can be taken during the first year of employment)
<b>Location</b>	Greenbriar Elementary School
<b>Work Schedule</b>	Part-Time
<b>Calendar Length</b>	185
<b>FLSA Classification</b>	Hourly, Non-Exempt
<b>Salary/Hourly Rate</b>	\$19.28 (\$21,400 Annually)
<b>Benefits</b>	Paid Illness and Personal Business days, Seven paid holidays, District contributions to VEBA and 401A retirement accounts

## JOB EXPECTATIONS & REQUIREMENTS

### Job Description

The job of the Special Education ED Instructional Assistant was established for the purpose(s) of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; assisting students by modeling the necessary skills to perform assignments; following educational and specific behavioral plans; and modeling appropriate behaviors and interactions with students and staff. Employees in this classification will receive a variety of assignments including classroom support, lunchroom, playground, etc.

### Essential Functions

- Teacher support: Assist teachers in classroom instruction by providing and preparing lesson materials, monitoring the students during their work and helping them in their learning where necessary.
- Student Supervision: Observe students' activities to ensure student safety and well-being and intervene when necessary.
- Lesson materials: Ensure that the necessary materials for teaching a class, such as visual aids, are prepared, up-to-date, and present in the instruction space.
- School procedures: Familiarity with the inner workings of school, such as the structure of the relevant education support and management, the policies, and the regulations.

## **Education**

- High School Diploma or GED.

<b>PHYSICAL REQUIREMENT</b>	<b>PERCENT OF TIME</b> 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.