



August 5, 2024

VACANCY ANNOUNCEMENT
Instructional Assistant
Multiple Positions
Wing Lake Developmental Center

Applications are being accepted for **Instructional Assistants** at Wing Lake Developmental Center. This is a Bloomfield Hills Schools Instructional Assistant bargaining unit position.

REPORTS TO: Supervisor of Wing Lake Developmental Center

DESCRIPTION:

Instructional Assistant
32.50 Hours per week
12 - Month position
Monday – Friday 8 am – 3 pm

This position requires an individual who is able to work successfully with SXI/SCI students in a direct training and physical care capacity under the direction and supervision of the classroom teacher. The individual will be responsible for assisting the supervising teacher in individual and group instruction, charting of student programs, providing student care in terms of positioning, feeding assistance, personal hygiene care and accompanying students during community-based instruction. The individual must be able to work in a positive manner with students, staff and community members.

Before an assignment is made, the individual must meet the standards and be capable of performing the work without a trial period. It is understood that "capable of performing" the work includes satisfactory attendance as determined by the employer, temperament, personality, and ability to work with a particular administrator, the public, or teachers and students in a harmonious relationship.

STARTING DATE:

Immediately

COMPENSATION BENEFITS:

Pursuant to the Instructional Assistant bargaining unit agreement.

QUALIFICATIONS:

Some experience in a similar capacity (group home, nursing assistant or Paraeducator experience). The ability to work successfully with students and staff members is required. Must meet the requirements of Every Student Succeeds Act (ESSA), formerly No Child Left Behind Act.

High School Diploma **and** one of the following:

- 2 years of study at an institution of higher learning (60 credit minimum)
- Associates degree or higher
- Pass the Michigan Professional test for teacher certification – Readiness Examination
- Pass the ETS ParaPro Assessment

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and arms. Must be able to use hands to finger, handle, or feel objects, tools, or controls. Employee must be able to remain in a stationary position for a period of time. In addition, the employee must occasionally move about the classroom and position self accordingly. Must be able to observe with both close and peripheral vision. The employee needs to be able to detect where a sound is coming from and work in a noisy environment. The employee will frequently assist in physical movement of students. If students with wheelchairs and adaptive equipment and supplies are in the classroom, the employee must frequently lift and/or move up to 40 pounds; the employee must also be able to transport up to 90 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The employee must work with public and other staff, continuously meeting multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

METHOD OF APPLICATION: All applicants must submit an application at:

<https://www.applitrack.com/oaklandschools/onlineapp/jobpostings/view.asp?district=46154>

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status, or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations ("Title IX sexual harassment"). All other complaints of discrimination, harassment, or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2 AR. Inquiries related to discrimination on the basis of disability should be directed to the 504 Coordinator: Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Assistant Superintendent for Human Resources, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248)341-5425.

CJM