



Forest Grove Community School

Scholarship, Stewardship & Citizenship

Application Process:

Please email a resume and cover letter, including 3 references, to principal Vanessa Gray at v.gray@fgcschool.org

Position Details:

There are 2 positions available.

Elementary Instructional Assistant

Hours: 8:30-3:00 Monday-Friday (6 hours/day for a total of 30 hours/week)

Upper Elementary/Middle School Instructional Assistant

Hours: 8:30-4:30 Monday-Thursday, 8:30-3:30 Friday (7.5 hours M-Th, 6.5 hours Friday for a total of 36.5 hours/week)

Pay:

\$16-18/hour

Job Description: Instructional Assistant

The instructional assistant (IA) supports student learning through individual or small-group support as directed by classroom teachers. The IA encourages student engagement and participation in learning activities, fosters individual student growth, and promotes school expectations and rules for student behavior.

This is a non-exempt position, meaning that staff in this position are eligible for overtime pay at time and one-half (1.5) their regular hourly rate for hours worked in excess of 40 hours in a work week.

Essential functions & duties:

- Under the supervision of teachers and administrators, provide general and targeted instructional support to students; implement lesson plans; and administer assessments.
- Supervise students during lunch and recess.
- Provide general support to students as needed.

- Provide behavioral support using methods such as redirecting, positive reinforcement, and collaborative conversations with students.
- Work with teachers to create a classroom environment conducive to learning by employing a variety of appropriate teaching and behavior support strategies.
- Consistently and fairly uphold behavioral expectations.
- Collaborate with staff to become familiar with student skill levels, characteristics, strengths, disabilities, and learning differences.
- For IAs who work until 4:30 four days/week (Upper elementary/middle school IAs): Deliver instructional support to students in an after-school program.

The ideal candidate for this opportunity will have:

- 2 years of college or equivalent education
- Experience working with children in a school setting
- Strong academic skills (reading, writing, mathematics)
- Ability to work well with others and to contribute to a positive, solution-focused, and collaborative work environment
- Intermediate computer skills, preferably with Google Suite
- Advanced organizational and communication skills, verbal and written
- Experience working with diverse populations of students, staff, and/or community members
- Ability to identify sensitive situations and adjust response accordingly
- Ability to maintain confidentiality
- Bilingual and multicultural skills are preferred

Physical requirements:

- Sit, stand and walk throughout the day
- Use hands for grasping, pushing & pulling, fine manipulation
- Bend, squat, climb stairs frequently
- Lift items of less than 50 pounds occasionally

Forest Grove Community School is an equal opportunity employer and provides services to the public on an equal opportunity basis and does not discriminate in employment or the provision of public services on the basis of race, color,

religion, sex, sexual orientation, gender, gender expression or gender identity, national or ethnic origin, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, proficiently in the English language or athletic ability.