



IA (Instructional Assistant) /IS (Intervention Specialist) Job Posting

DEPARTMENT: Civicorps Academy

REPORTS TO: Resource Specialist

Direct reports: None

Full Time, 40 hours per week, year-round teacher schedule

Hours:

M-Th 10-6

F 8-2

WHO WE ARE:

Civicorps is a unique charter high school for 18-26 year olds who are looking for a second chance to earn their high school diploma while gaining valuable (and paid) job training. The right candidate would be someone who knows how to make learning engaging and relevant for the full spectrum of learning styles and ability levels. In return we offer a phenomenal team, strong professional support, and a rich landscape for the work of true social justice.

POSITION SUMMARY:

The IA/IS provides support for students with learning, social/emotional, and/or behavioral needs, as well as supports the Resource Specialist and Instructional team. The IA/IS will work directly with students who have IEPs or 504 Plans to provide the academic assistance, behavioral interventions, and emotional support needed to progress successfully in the program. The IA/IS works under the direct supervision of the Resource Specialist.

This position requires direct service in varied physical, mental, and emotional environments and as such, requires creativity, self-reliance, curiosity, resourcefulness, patience, resilience, a sense of humor, and the ability to hold one's composure under stress. The nature of this position involves exposure to trauma, vicarious trauma, and physical, mental, and emotional stress. A strong candidate will have a firm understanding of personal and professional boundaries while being able to exercise compassion and empathy in any given moment, and an ability to hold and seek personal balance for sustainable positive results.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Instructional Assistant Direct Service

- Works directly with students with disabilities.
- Provides 1:1 and/or small group support to caseload students.
- Provides support to caseload students in the general education classrooms.
- Works with individual students or small groups to reinforce material introduced in the general education classroom.



- Assist students with adaptive technology as needed (i.e. Kurzweil).
- Breaks down difficult tasks into reasonable segments.
- Acts as a role model for communication skills and professionalism.
- Offers resources and guidance related to disability services, rights, and responsibilities.
- Provides scheduled 1:1 and/or small group instruction and/or support during academic breaks (CASAS, in-progress work, portfolio requirements)
- Administers supplemental and/or remedial academic skill-building curriculum for Corpsmembers during academic breaks (targeted math, reading, writing, speaking)

Collaboration

- Under the supervision of the Resource Specialist, and without analysis, assists with assessments, including formal documentation and preparing materials.
- Confers and plans daily with the Resource Specialist and/or the full-time Instructional Assistant.
- Alerts the Resource Specialist of any problems that arise or pertinent information regarding caseload students.
- Works collaboratively with the Head of School, Dean of Students, Case Counselors, teachers, and other support staff to ensure that students on the caseload are adequately and appropriately supported.
- Coordinates caseload students' sessions with mentors, academic coaches, and other volunteers.
- Participates in weekly Academy staff (Wednesdays) and teacher meetings (Thursdays).
- Communicates consistently with classroom teachers on caseload student assignments, projects, assessments, and general classroom issues.
- Coordinates with Academy Compliance Specialist and Data and Outcomes Specialist to update caseload data for: incoming caseload, current caseload, assessment calendar, caseload database, and CorpsNET
- Organize and update teacher-provided materials for previous and upcoming terms

Administration

- Follows organizational systems for caseload students.
- Follows and implements 504 Plans, IEPs, and Behavior Support Plans.
- Follows confidentiality guidelines.
- Provides testing modifications and accommodations, including read aloud and taking dictation.

Qualifications, Required Knowledge and Skills:

- Academic proficiency in core subject areas
- Ability and willingness to use a strengths-based approach to support every student with learning needs and implement IEP and 504 plans and behavior support plans
- Ability to maintain confidentiality
- Prior experience working with high school or college-aged students
- High level of cultural competency and demonstrated ability to work effectively across racial difference



- Flexibility and ability to adapt to changing conditions
 - Patience and understanding with student needs and behaviors
 - Ability to use good judgment and take initiative to modify activities and environments
 - Strong written and verbal communication skills
 - Ability to collaborate with general and special education staff and support staff
 - Proficiency in MS Word, Excel, and PowerPoint
 - Ability to seek out and evaluate internet resources
 - Desire to work and learn as part of an innovative team
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- Ideal candidate would have experience in Special Education environments and/or passion/interest in the field
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- Paraprofessional Certification (passage of Alameda County Paraprofessional exam) and/or Bachelor's degree

WORK REQUIREMENTS

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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, varying noise levels, and varying lighting conditions. While performing the duties of this job, the employee is frequently required to stand, walk, talk and listen, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned as needed.

Civicorps is an equal opportunity employer. Civicorps prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status

Employee Signature