Muskegon Area Intermediate School District 630 Harvey St., Muskegon, MI 49442
POSITION: Wesley School Instructional Assistant
Instructional Assistants work under the supervision of, and at the discretion of, classroom teacher, support staff and administration to provide a range of supportive services to special education students. These services may include assistance and instruction in self-care skills, academics, pre-vocational and vocational skills, life skills, therapeutic intervention and behavioral management.
MINIMUM QUALIFICATIONS:

- No physical or mental restrictions that would, with reasonable accommodation, prevent performance of the essential job functions and responsibilities.
- Possession of a high school diploma or GED or the ability to successfully pass the Workkeys or similar assessment.
- Ability to read and comprehend written program plans, instructions and other classroom essentials.
- Demonstrated ability to assist with successful implementation of student behavior plans and implement TCI student supports (including physical intervention if needed).
- Strong organizational skills

PREFERRED COMPETENCIES:

- Understanding the Organization:
  - Serves as a strategic partner to build, grow and maintain profitable and long-lasting relationships with key stakeholders (PCC5).
- Building Collaborative Relationships:
  - Finds common ground and drives to consensus (SE2)
  - Takes a proactive approach to relate, build and maintain rapport with stakeholders (PCC1,2)
  - Understands interpersonal and group dynamics and responds in an effective manner (PCC4) (SE2) (CEC5)
- Making Complex Decisions:
  - Is respected by others for displaying student-focused decisions (PCC3) (SE3)
  - Takes a proactive approach as an effective liaison between multiple and diverse stakeholders (PCC4)
- Taking Initiative:
  - Identifies and seizes new opportunities with a student focus (SE2,3,4)
  - Adapts quickly to changing resource requirements (CP 1,2)
- Being Authentic:
  - Provides direct and actionable feedback (CEC3) (A2)
  - Shows consistency between words and actions
  - Keeps confidences
- Being Flexible and Adaptable:
  - Remains calm and productive in uncertain situations
  - Takes on the challenge of unfamiliar tasks

ESSENTIAL JOB RESPONSIBILITIES

- At the direction of the teacher, provides direct assistance and training to students in areas including, but not necessarily limited to:
  - Pre-academic and academic instruction
  - Pre-vocational and vocational instruction
  - Self-care skills
  - Life skills
  - Therapeutic programming
  - Behavioral management
- Assists the classroom teacher in the preparation of instructional materials.
- Assists students in meeting their immediate self-care needs such as feeding, toileting and managing difficult student behavior.
- Reports problems and concerns regarding students to the teacher or other designated authority.
- Assists with student data collection and analysis.
- At the discretion of the teacher, attends and participates in parent/teacher conferences.
- Follows a flexible schedule and works collaboratively with all Wesley School students and staff
- Upholds the Code of Conduct.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the classroom teacher.

DEADLINE FOR APPLICATION: All candidates must apply online at www.muskegonisd.org/jobs
TERMS: This position is a 187-day position offering full family benefits (medical, dental, and vision)in accordance to PA 112 and the current hard cap value, retirement through State of Michigan Office of Retirement Services, paid holidays, school year calendar.
SALARY RANGE: $12.73 - $21.34 per hour, dependent on experience and education.

It is the policy of the Muskegon Area Intermediate School District that no staff member, candidate for employment, program participant, or recipient of services shall experience discrimination on the basis of race, color, national origin, sex (including sexual orientation or transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively "Protected Classes"), in its programs and activities, including employment opportunities. Inquiries related to issues of discrimination on the basis of disability should be directed to the Assistant Director for Special Education at (231)767-7249. All other discrimination inquiries or requests for special accommodations to participate in a program, event, or activity should be directed to the Human Resources Director at (231) 767-7213.