



JOB DESCRIPTION

Employee Name: Open	
Job Title: Irvington Community Elementary School Instructional Assistant Title 1	
Division: Irvington Community Schools	
Building: Irvington Community Elementary School	
Reports To: Irvington Community Elementary School Assistant Principal	
Effective Date: February 2020	
FLSA Status: Non-Exempt (Hourly)	FTE: 0.5

Purpose of Position/Summary:

Irvington Community Instructional Assistant works with students in small groups in or out of the classroom to support math and Reading instruction. Instructional assistants collaborate with teachers to determine most significant needs of students and plan for targeting individual student needs. Instructional Assistants work with the Title I team to administer and analyze assessments for instruction.

Job Requirements:

- Candidate will work approximately 5.75 hours/day in an elementary school setting working with students in grades KG-5th supporting math and reading instruction in both pull-out and push-in settings

Job Qualifications:

1. Candidate must possess 60 college credit hours, OR have an Associate Degree, OR pass the Praxis Paraprofessional Exam
2. Experience working with at-risk student populations preferred
3. Must be flexible and hardworking, dedicated to the success of students in an urban school setting

To Apply:

Please submit the following via email to Deanna Dehner, Principal at ddehener@ics-charter.org

- Cover Letter
- Resume
- Proof of college credits or Praxis Paraprofessional exam
- 3 Professional References