



Guilderland Central School District

Employment Opportunity

Teaching Assistant in Focus Program

Current employees: Transfer opportunities -Please provide a letter of interest

Start date: August 31, 2017

8 School Road P.O. Box 18
Guilderland Center, New York 12085
518 456-6200 FAX 518 456-1152

Location: Guilderland High School 6 ½ paid hours: 7:00 a.m – 2:00 p.m. (6 ½ pd. hrs.)
(includes ½ hr. unpaid lunch) **BENEFITS INCLUDED**

Daily attendance for all program students
Period attendance for students assigned to the program each block
Monitor students during their time in the program
Utilize SchoolTool to monitor student grades and progress
Manage the Focus lounge space and supplies
Assist with organizing program wide events
Develop positive rapport with students and supporting them to encourage accountability
Be organized and flexible

Minimum Qualifications:

Must hold NYS Teaching Assistant Certification, *or* NYS Teacher Certification
Note: The selected applicants will be subject to fingerprint supported criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

Responsibilities:

To carry out the organization of instructional materials and provide educational support for students under the direction of the classroom teacher. To monitor and reinforce skills and concepts previously taught by the teacher in individual or small group learning situations within the educational environment and under the supervision and control of the classroom teacher.

Additional Qualifications:

Ability to interact appropriately with students, teachers and supervisors. Exhibit a child-centered philosophy and a willingness to work with students. Ability to communicate effectively with students, parents and staff. Demonstration of good judgment, problem-solving skills and maintain confidentiality. Regular attendance, acceptance of responsibility, willingness to follow established procedures, cooperation and the ability to react appropriately to changing work conditions are normal expectations of the job. Other duties as may be assigned by the supervisor. Lifting may be required (Of objects of at least 5 lbs.; and up to and including assisting students) Toileting may be required.

Salary: Dependent upon step of the current contract.

Application Deadline: July 20, 2017

Submit cover letter, resume and completed Guilderland School District application.
Available on website: www.guilderlandschool.org or by visiting District Office.

Apply to: Dr. Lin A. Severance, Assistant Superintendent for Human Resources
Guilderland Central School District
8 School Road P.O. Box 18, Guilderland Center, NY 12085

Or apply on OLAS

Selected Candidates will be contacted for interviews.

Guilderland Central School District is an equal opportunity employer. We do not discriminate in our programs or employment on the basis of age, race, color, religion, disability, marital or veteran status, national origin or gender.

Posting Date: July 6, 2017