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JOB ANNOUNCEMENT

**School Assistant**

Posted: December 7, 2018

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Iowa School for the Deaf has an opening for a full-time school assistant. Please apply by December 18, 2018. This is a school year position (no work and no pay during school breaks such as summer break). The work is primarily as a one-on-one aid with multi-disabled students.

**Primary Function:** Under the supervision of assigned staff member, works directly with students in activities programmed by the supervisor. Duties require the ability to work in a group or one-on-one with a student to provide additional support and assistance. Work is primarily as a one-on-one aid for multi-disabled students.

**Characteristic Duties and Responsibilities:**

1. Receives instructions from immediate supervisor
2. Works with and services needs of children on a group or individual basis in personal, classroom, recreation, dormitory or busing activities.
3. Knows child's location, special needs and interests, social development, school progress and/or family background, and confers with other teachers, assistants, houseparents, health staff and/or other staff regarding the child's welfare.
4. Provides face-to-face and written reports as requested or necessary for the welfare status of the students.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position includes every duty listed nor is it intended that related duties cannot be required.

**Knowledge, Skills and Abilities:**

1. Ability to communicate in person and in writing.
2. Knowledge of basic principles and procedures of first aid.
3. Ability to keep accurate, up-to-date records.
4. Knowledge of emergency evacuation procedures.
5. Knowledge of human behavior and needs of impaired children.
6. Ability to reach the level of sign language proficiency designated for their position within the time frame established by the School's "Sign Language Communication Policy".

**Minimum Eligibility Requirements:** Must be able to reach designated level of sign language proficiency within the time frame established by the School's Sign Policy. Must have a high school diploma or GED.

Preferred qualifications:

- Fluency in sign language and ability to provide student with verbal prompts/directions
- An understanding of the educational need of deaf and/or hard-of-hearing children and previous work experience with deaf and /or hard-of-hearing children
- Possession of:
  - the State of Iowa Paraeducators Certificate (strongly preferred); or
  - 2 years of related college courses – prefer associates or bachelors degree or
  - A Bronze or higher National Career Readiness Certificate (NCRC). The NCRC may be completed at any Iowa Workforce Development Office. Please include information for verifying your NCRC certification level with your application materials. or
  - COMPASS score of 150 (Reading score of 57, a Writing score of 50, and a Math score of 43).

***Applicant must have satisfactory criminal history and abuse registry background checks before hire.***

**Wage:** \$14.23 /hour; full benefits

**Work Schedule:** Positions follows school calendar – no work during school breaks.  
Typically works: Monday – Friday; 7:30 am – 3:30 pm.

**Application Procedure:** Please apply by December 18, 2018. Apply by downloading application from the 'employment' link on ISD's website [www.iowaschoolforthe deaf.org](http://www.iowaschoolforthe deaf.org) and mailing to ISD, Human Resources, 3501 Harry Langdon Blvd, Council Bluffs, IA 51503; or by coming to ISD's main administration building and turning in an application at the front desk. Or phone 712-366-0571 and request to have an application mailed to you. Be sure to indicate the position you are applying for on the front page.

The Iowa School for the Deaf is an Equal Opportunity and Affirmative Action Employer.  
A State of Iowa Board of Regents School