



(.5) Instructional Assistant (Special Education)

Spokane International Academy is seeking an Instructional Assistant to work closely with our special education staff to provide supervision of students throughout the day and serve and facilitate learning opportunities in small groups or one on one with students. SIA Instructional Assistants need to exhibit attributes that allow them to educate our students in a way that inspires them to become leaders equipped with the skills our community needs in the future by challenging them academically and in the development of their character.

*** This person hired for this position would work from 11:30 - 3:30 pm, Mon-Fri***

Spokane International Academy is a rigorous K-8th grade international school that empowers all students with the academic skills, essential habits for success and global competence necessary to complete advanced courses in high school and a four-year college degree in order to become leaders who can powerfully transform their communities.

Spokane International Academy Instructional Assistant Responsibilities:

1. Instructional Process
 - Works with the teacher in planning and implementing a program of instruction that adheres to the school's philosophy, goals and objectives as outlined in the adopted charter
 - Works with the teacher in making purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task
 - Works with the teacher in planning and implementing a program of study designed to meet individual needs of students as outlined in their Individualized Education Plan (IEP)
 - Works with the teacher in encouraging student enthusiasm for the learning process and the development of good study habits
 - Works with the teacher in providing progress through authentic observations
 - Uses effective oral and written expression
 - Works with the teacher in recognizing learning problems and makes referrals as appropriate alongside the teacher
2. Curriculum Development
 - Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
 - Assists in the ongoing curriculum revision process, including inquiry based and globally competent education.
3. Classroom Management

- Works with the teacher in developing, in accordance with school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
 - Works with the teacher in taking necessary and reasonable precautions to protect students, equipment, materials and facilities.
 - Shares responsibility during the school day for the supervision of students in all areas of the school.
 - Works with the teacher in providing for the supervision of assigned students when circumstances require a brief absence from the assignment.
4. Public Relations
- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
 - Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
 - Strives to communicate the positive aspects of our school program to the public in work and deed.
 - Works cooperatively with parents to strengthen the educational program for their children.
 - Establishes and maintains cooperative relationships with other staff members.
5. Professional Growth
- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.
 - Cooperates with the administration in planning appropriate in-service training programs at the school.
 - Attends staff and committee meetings as required.
6. Student Evaluation
- Works with the teacher in evaluating accomplishments of students on a regular basis using multiple assessment methods, such as student observation notes, teacher and student made rubrics, samples of students' work, mastery skills checklists, criterion-referenced tests, norm-referenced tests and data obtained through the use of online programs aligned to literacy and math.
 - Works with the teacher in making appropriate adjustments in the instructional program as required.
 - Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

Minimum Qualifications:

- **Desire to become a teacher in the next 3-5 years.** Instructional Assistants at SIA will be required to enter/complete a teacher preparation program within the above mentioned timeframe.
- Experience in using educational technology for professional use and to increase student learning outcomes including: Projectors, document cameras, laptops, Google Drive, and online educational programs.

- Excellent communicator, able to articulate the vision and strategic mission of the school and work collaboratively with families, teachers, administration and board of directors.
- Experience working with students from diverse backgrounds including varying socioeconomic, cultural and linguistic.
- Demonstrated dynamic, positive qualities and personal characteristics necessary to build trust and effective working relationships with staff, parents, and students.
- Experience that involves working to create a positive school culture.
- Passion for Spokane International Academy's mission, matched with a strong work ethic.

Preferred Qualifications:

- Experience in charter schools and/or urban education
- Previous experience working with students with identified special needs

Compensation

Commensurate with qualifications and experience. Competitive with health, sick and pension benefits.

Hiring Process

Please submit a cover letter and resume via email to apply@spokaneintlacademy.org. Spokane International Academy will invite select candidates for interviews. Interviews will continue until the position is filled. Hiring is contingent upon successful completion of employment verification and hiring process.