Corrales International School

Educational Assistant-Special Education

Full Time, Middle-High School

Contract Term: 2020-2021 School year

Annual Salary: $18,500

Employment Requirements

* Level 3, K-12 Educational Assistant License (obtained through the State of New Mexico Licensure Bureau)
* Background check (specific - ask before completing)
* Demonstration of effective interpersonal skills interacting with students, teachers, administrators, and parents
* Experience preferred, not required
* Bilingual preferred, not required

Duty Requirements

* Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups to aid in understanding of material taught, adapt information to learning styles, mastery, and completion of assignments
* Assisting teachers and ancillary staff in implementing goals and objectives for each student
* Enforce school and class rules to help teach students proper behavior through positive reinforcement
* Collects, prepares and arranges resource material for students as appropriate
* Provide supplemental material, as needed, for students with diverse challenges
* Provide documentation as assigned, (data collection, progress reporting on individual students, observational data, etc.)
* Supervisory duties: in classroom setting, between classes, before, during or after school as assigned
* Participating in teacher mtg’s, staff mtg’s, Special Education mtg’s, in-service training, and/or professional development as assigned.
* Participating in other school related activities as needed, (field trips, International Day, or otherwise assigned)
* Performing supervisory duties as assigned (K-12th grades)

Positive Qualities

* Good communication skills
* Good Interpersonal communication skills – working well within a diverse population
* Leadership qualities
* Focus on assisting, serving, and teaching in positive manner (building positive relationships)
* Open-minded - willing to learn
* Positive contributions to team
* Organizational skills
* Patience
* Resourceful

To apply: Send Resume to romerok@corralesis.org