

Gregory-Portland Independent School District

**JOB OPENING
NOTICE**

POSTED
At 4 O'clock 8 . M.

Date: 2/24/10

By: Paul Czowinski

An Equal Opportunity Employer

Position Title: Special Education Aide
Location: Junior High School
Salary: Hourly Rate \$9.18 - \$11.47 based on experience plus benefits
 Annual Salary \$12,874.95 – \$16,086.67 based on experience plus benefits
Length of Work Year: Employment to Begin March 9, 2010, 2009-10 School Year, 187 Days, 7.5 hours per day

Position Summary

- Help special education teacher provide for physical and instructional needs of students with disabilities in special education setting. Assist in implementing of classroom programs, including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

Position Requirement

Education/Certification: High school diploma
 48 college hours, Associate's degree or two years of study at an institute of higher learning or have met formal academic assessment required by No Child Left Behind Act.
 Valid Texas educational aide certificate

Experience: Some experience working with children

Special Knowledge/Skills: Ability to work with children with disabilities
 Ability to follow verbal and written instructions
 Ability to communicate effectively
 Knowledge of general office equipment

Physical Demands: Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

Duties/Responsibilities

- Help teacher prepare instructional materials and classroom displays.
- Help maintain a neat and orderly classroom.
- Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
- Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.

Application Procedures

District Employees: Submit letter of interest to Human Resources
 Updated resume optional

Outside Applicants: Send cover letter, district application, resume, copy of transcripts and copy of credentials to:

Gregory-Portland ISD
Human Resources
608 College St.
Portland, TX 78374
(361) 777-1091, ext. 1016

Application Deadline

Applications will be accepted until filled.

It is the policy of Gregory-Portland ISD not to discriminate on the basis of race, color, national origin, sex, handicap or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Gregory-Portland ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures contact:

Es norma de distrito escolar de Gregory-Portland no discriminar por motivos de raza, color, origen nacional, sexo, impedimento, o edad, en sus procedimientos de empleo, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. El distrito escolar de Gregory-Portland tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales. Para información sobre sus derechos o procedimientos para quejas, comuníquese con:

Title IX Coordinator: Assistant Superintendent, 608 College Street, Portland, TX 78374 (361) 777-1091
 Section 504 Coordinator: Special Programs Director, 608 College Street, Portland, TX 78374 (361) 777-1091