

TITLE: Instructional Assistant
DIVISION: Upper School
DEPARTMENT: Student Support Services
REPORTS TO: Learning Support Teacher, Student Support Services Coordinator
WORK LOCATION: Taurel Building
POSITION STATUS: Part-time

POSITION SUMMARY:	<p>The International School of Indiana is a private school with approximately 600 students from Pre-School (age 3) through 12th grade. The Instructional Assistant (IA) will work with students identified as needing individualized support ranging from moderate differentiation to a modified academic program. The IA will give support of various kinds, including academic, linguistic, social-emotional and/or related to the needs of executive function.</p> <p>The IA will provide such support on a daily basis to individual students within the classroom setting as well as providing one-to-one support outside of classes. The IA will support students and faculty members working in collaboration with the Student Support Services team, reporting directly to the Learning Support Teacher.</p>
RESPONSIBILITIES: (Includes but not limited to)	<p>The Instructional Assistant supports assigned students in different ways, which includes, but is not limited to:</p> <ul style="list-style-type: none"> • Identifying gaps in a student's learning process • Implementing strategies to bridge any gaps between existing and missing knowledge/understanding, linguistic competence and other academic and social skills • Helping the student build self-confidence • Empowering the student to become a self-advocate and independent learner • Providing study strategies for being prepared and organized for class including, but not limited to, note taking and time management • Supporting students to be responsible and committed participants in their own learning • Being positive and patient in their approach to learning • Providing ongoing communication with students' parent/guardian/support team • Interpreting classroom instruction • Differentiating student work in collaboration with the class teacher and Learning Support Teacher • Facilitating understanding at the appropriate level • Modeling and encouraging appropriate communication and language skills • Promoting interaction and participation in the classroom • Ensuring the student stays actively engaged and focused in the classroom • Recognizing that every student is unique, and, therefore, using an appropriate facilitation approach and strategy to support specific students.

	<ul style="list-style-type: none"> • Other duties as assigned
REQUIREMENTS:	<ul style="list-style-type: none"> • Bachelor degree • Classroom experience working directly with students • Demonstrated organizational skills • Strong communication skills • Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and resolution skills
PREFERENCES:	<ul style="list-style-type: none"> • Strong reading, writing, science and mathematical skills • Specialized teaching experience such as EAL or special education • Deep knowledge of school curriculum and academic programs of study • Solid understanding of classroom settings and expectations, International Baccalaureate curricula and Student Support Service practices
APPLICATION:	<p>Please send a letter of intent and resume to: Human Resources International School of Indiana 4330 N. Michigan Street Indianapolis, IN 46208 resumes@isind.org</p>