

TITLE: INSTRUCTIONAL ASSISTANT, SHORT TERM ASSIGNMENT THROUGH JUNE 2021

FLSA STATUS: NON-EXEMPT

WAGE: \$16.25/HR (APPX 32 HRS/WEEK), PLUS BENEFITS & PTO

Portland Jewish Academy (PJA) is an inclusive school that strives to recognize, understand, and honor all of our families. We value the diversity in our community and we continuously work to provide an education for students in all of our programs that is equitable, accessible, and just. Our unique curriculum combines interdisciplinary learning, community involvement, and foreign language acquisition – all with a values-based approach. We offer our students many opportunities for partnership and collaboration throughout the school community. Students at PJA are encouraged to think critically, independently, and creatively.

We are seeking several Instructional Assistants for the remainder of the 2020-2021 school year. There is a possibility that these positions will transition to full time, regular positions for the upcoming school year. This position is benefits eligible, including a fully paid Medical plan option, optional dental and a generous Paid Time Off plan including a paid spring break. PJA is not only a great place for kids to learn, it's a wonderful work environment. We have the most gifted teachers, dedicated administrators, and the best support staff in Portland. Come be a part of our team!

Job Summary:

The Instructional Assistant provides support to a certified teacher in the planning and implementation of an educational program. This position performs classroom assistance and clerical duties in support of the prescribed lesson plan. The Instructional Assistant may assist the teacher in small or large group settings, and may supervise students in a variety of other school-related settings.

Requirements:

- Bachelor's degree in a related field; AND
- One year of responsible experience as an instructional assistant in a school is required.
- Knowledge of techniques associated with behavior management, classroom management and group supervision.
- Ability to pass background check.
- Ability to work in a variety of environments that are often loud and with frequent interruptions.
- Ability to stand for extended periods, sometimes in inclement weather.
- Ability to keep children out of harms way which may include walking, running, reaching, bending, stooping and lifting or carrying heavy objects.
- Ability to use personal computers and Microsoft office applications.

TO APPLY: Visit our website to learn more about our programs and apply today! www.pjaproud.org (select "About Us," then select "Employment").

The Portland Jewish Academy (PJA) and all its affiliated programs welcome all children, families and staff regardless of their religious affiliation. PJA is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.