Spartan Sprouts Long Term Substitute Instructional Aide - Vacancy ID: 275733

Open Vacancy

Vacancy Details

Title
Spartan Sprouts Long Term Substitute Instructional Aide

School/Building
Primary School

Number of Openings
1

URL
http://www.luxcasco.k12.wi.us/

Close Date (11:59 p.m. Central)
Open until filled

Contact

Name
Jane Mathes

Title
Director of Student Services

Email
jmathes@luxcasco.k12.wi.us

Phone
920-845-5549 x 504

Website
http://www.luxcasco.k12.wi.us/

Position Details

Position Start Date
As soon as possible

Salary/Wage
$17.65 - $21.15/hour

Appointment Type
Temporary

Description
The Luxemburg-Casco School District is seeking a Long-Term Substitute Instructional Aide for its Spartan Sprouts Program.

This position will be for 7 hours a day (21 hours a week), 3 days a week based on the school calendar. Hours will be 7:30-3:00, with a 30-minute unpaid lunch period from 11:00-11:30.

Position Summary

The Part-Time Substitute Instructional Aide for Spartan Sprouts will support the Lead Instructor as they implement a high-quality, play-based early learning experience for young children in a nurturing, inclusive environment. This role focuses on supporting children's social-emotional development, early learning skills, and confidence.

Program Overview

Spartan Sprouts is an early learning program located within the Luxemburg-Casco Primary School. The program provides a developmentally appropriate, play-based introduction to school for young learners, emphasizing social engagement, inclusion, and foundational skill development.

Key Responsibilities

Instruction & Classroom Support

- Assist in implementing play-based learning activities planned by the Lead Teacher
- Support individual and small groups of children during learning experiences
- Help maintain a safe, inclusive, and developmentally appropriate classroom environment
- Reinforce social-emotional skills, independence, and positive peer interactions
- Provide additional support to children who need help engaging in activities or routines

Classroom Environment & Daily Operations

- Help set up, organize, and clean up classroom materials and learning spaces
- Support consistent daily routines and transitions
- Monitor children to ensure safety at all times (indoor and outdoor)
- Assist with snack, restroom routines, and other daily care needs as appropriate
- Help maintain an organized, structured, and welcoming classroom environment

Collaboration & Communication

- Work closely with the Lead Teacher to support lesson implementation and classroom goals
- Communicate observations about student needs, behaviors, and progress
- Interact positively and professionally with families during arrival, dismissal, and informal communication

Program Support & Implementation

- Follow established classroom procedures, program expectations, and district policies
- Assist with basic documentation or preparation of materials as directed by the Lead Teacher
- Support inclusion by helping adapt activities and materials for diverse learners
- Contribute to a positive, team-oriented environment

Qualifications

- High school diploma or equivalent required; associate degree or coursework in early childhood preferred
- Experience working with young children in a preschool or early learning setting preferred
- Willingness to learn and apply early childhood best practices

Skills & Competencies

- Ability to support young children with patience, care, and consistency
- Strong teamwork and collaboration skills
- Positive communication skills with staff and families
- Flexibility and willingness to assist where needed throughout the day
- Commitment to creating a safe, inclusive, and supportive learning environment

NOTICE OF NONDISCRIMINATION POLICY

The Luxemburg-Casco School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), pregnancy, or physical, mental, emotional, or learning disability or any basis protected by state or federal laws in any of its programs, activities, or employment. The following staff are designated to receive inquiries regarding the on-discrimination policies: Jane Mathes, Director of Special Education and Student Services, titleix@luxcasco.k12.wi.us 920-845-5549 x 504 or Jo-Ellen Fairbanks, Superintendent, jfairbanks@luxcasco.k12.wi.us 920-845-2391 x 103.

Candidate Requirements

Candidate Requirements

Additional Requirements

- Cover Letter
- Resume