

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
INSTRUCTIONAL ASSISTANT (12 MONTH)
Walter G. Cady School

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: CJTS - 1225 SILVER STREET, MIDDLETOWN, CT 06457
Job Posting No: BM43915CJT
Hours: 34
Salary: \$21.73 - \$28.41
Closing Date: 05/08/2015

Eligibility Requirement: The Department of Children and Families Unified School District II has an employment opportunity for a part-time (68 hours bi-weekly) 12 month Instructional Assistant position at the Connecticut Juvenile Training School - Walter G. Cady School in Middletown, CT. Responsibilities include, but are not limited to: providing instructional support services to students working under the direct supervision of a classroom teacher, assisting in the implementation of Individual Education Programs (IEPs), supervising students in groups or individually when teachers are temporarily absent from the classroom during the school day, providing one to one tutoring for eligible students under the supervision of a certified teacher and assisting with classroom management.

Knowledge, Skills and Abilities: Oral and written communication skills; interpersonal skills; ability to provide instructional support; ability to maintain records and charts; ability to prepare reports.

General Experience: A high school diploma or General Educational Development test (GED Certification) and two (2) years of college credit.

Substitution Allowed:

1. An associate's (or higher) degree may be substituted for the two (2) years of college credit.
2. Passing a State Board of Education adopted Paraprofessional Assessment which assesses content knowledge in mathematics, reading and writing and an understanding of how to assist in the instruction of these topics may be substituted for the two (2) years of college credit.

Special Requirement:

1. Incumbents in the class may be required to possess and retain a current Connecticut Motor Vehicle operator license.
2. Incumbents in this class may be required to speak a foreign language.

Physical Requirement: Incumbents in this class may be required to pass a physical examination.

Working Conditions: Incumbents in this class may be required to lift light to medium weights and be exposed to some risk of injury from assaultive or abusive students.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

In order to be considered for the position interested and qualified candidates who meet the above requirements must submit a [CT-HR-12 State of Connecticut Application for Employment](#), indicating the **Job Posting No. BM43915CJT**, a letter of intent, resume, three (3) letters or contact information of professional supervisory references and a copy of any license, degree or certification required. State employees must submit two most recent performance appraisals in lieu of references, mail to: CJTS, 1225 Silver Street, Middletown, CT 06457, Attn: Lizette Basile – Human Resources. **NO E-MAILS or FAX PLEASE**, by May 8, 2015, 5:00 p.m. close of business.

Mail Application to:
DCF - CJTS
Lizette Basile
1225 Silver Street, Middletown CT 06457

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.