

**DEPARTMENT OF CHILDREN AND FAMILIES
Albert J. Solnit Children's Center - North Campus
Instructional Assistant
Part-time (68 hours bi-weekly)**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public

Location: Albert J. Solnit Children's Center, North Campus, East Windsor, CT

Job Posting No: VB44222N

Hours: Monday, Wednesday & Thursday 8 am – 3:30 pm
Tuesday & Friday 8:15 am – 3:15 pm

Salary: \$22.38 - \$29.27 hourly

Closing Date: 11/12/2016

Example of Duties: 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), Provides one-to-one tutoring for eligible students, assisting with classroom management, organizing instructional and other materials, assists students in participating in general school activities, responsible for safety and personal conduct of students, supervising students in groups or individually in the classroom during the school day, assists teacher with routine classroom procedures and provides assistance in the computer laboratory.

General Experience: High school diploma or General Educational Development test (GED Certification) and two (2) years of college credit; preference will be given to those who have passed the State Board of Education Paraprofessional Assessment.

Substitutions Allowed: 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: Incumbents in this class maybe required to possess and retain a current Connecticut Motor Vehicle operator license.

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 shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations.

Application Instructions: Applicants must submit a [CT-HR-12](#) (employment application), resume, letter of intent, any certification or license required and three (3) letters of supervisory reference; current state employees must submit their two most recent performance appraisals in lieu of references. Include the specified posting number on all application materials. Incomplete applications will not be considered. The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations. Please mail all application materials to the address indicated.

**Albert J. Solnit Children's Center - South Campus
915 River Road
Middletown, CT 06457
Attn: Lizette Basile - Human Resources**

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.