



# Department of ADMINISTRATIVE SERVICES Job Postings



## Department of Children and Families JOB OPPORTUNITY Instructional Assistant – Part-time (68 hours bi-weekly)

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

**Open To:** Public

**Location:** Albert J. Solnit Children's Center - South Campus in Middletown, CT  
This position is located at the Riverview School at the Albert J. Solnit Children's Center, a school operated within a residential facility / adolescent behavioral health setting.

**Job Posting:** VB043237S

**Schedules:** Monday – Wednesday 7:50 am – 3:20 pm & Thursday – Friday 8:00 am – 3:00 pm

**Salary:** \$22.38 - \$29.27 hourly

**Closing Date:** 07/18/2017

**PURPOSE OF CLASS:** In a state agency, this class is accountable for providing instructional assistance in the implementation of special educational programs.

### EXAMPLES OF DUTIES:

Provides instructional support services to students working under the direct supervision of a classroom teacher; assists in implementing Individualized Education Plans; provides one-on-one tutoring for eligible students; assists with classroom management, such as organizing instructional and other materials; assists students in participating in general school activities and is responsible for safety and personal conduct of students; supervises students in groups or individually when teacher is temporarily absent from classroom during school day (e.g. lunch, rest break, meetings); assists teacher in routine, necessary, school related duties (e.g. taking attendance, ordering supplies, reporting lunch count); provides assistance in a computer laboratory; conducts parental involvement activities; provides support in a library or media center; collects data, attends meetings and prepares reports; may assist students in areas such as self-help, feeding, toileting, language, gross and fine motor development as defined by the Individualized Education Plan designed by an interdisciplinary team; may act as a translator; may supervise students during field trips; may be required to lift students and respond to incidents concerning students; performs related duties as required.

### MINIMUM QUALIFICATIONS REQUIRED

**KNOWLEDGE, SKILL AND ABILITY:** Oral and written communication skills; interpersonal skills; ability to provide instructional support; ability to maintain records and charts; ability to prepare reports.

### EXPERIENCE AND TRAINING:

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

### Substitutions 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 REQUIREMENTS:

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 shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations. Include the specified posting number on all application materials.

**Application Instructions:** Current DCF employees having permanent status in this classification must submit an 1199 Lateral Transfer Request form. All others must submit a [CT-HR-12](#) (State application), resume, letter of intent, three (3) letters of supervisory reference, original transcripts and a copy of any license or certification required to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify the posting number on all application materials. Incomplete application packets will not be considered. The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations.

**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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Victoria Brothers at 860 704 - 4224 or [victoria.brothers@ct.gov](mailto:victoria.brothers@ct.gov).