

DEPARTMENT OF CHILDREN AND FAMILIES
Albert J. Solnit Children's Center - South 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, South Campus in Middletown, CT

Job Posting No: VB85639S

Hours: 34 hours weekly, 1st shift, Monday – Wednesday 7:50 am – 3:20 pm and Thursday - Friday 8:20 am – 3:20 pm

Salary: \$21.73 - \$28.41 hourly

Closing Date: 12/29/14

Example of Duties: The Unified School District II of the Department of Children and Families has an immediate employment opportunity for a 1st shift part-time (68 hours bi-weekly) Instructional Assistant position. This position is located at the Riverview School at the Albert J. Solnit Children's Center in Middletown, CT, a school operated within a psychiatric facility for youth. 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.

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

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: Jasmyn Raymond - 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.