

# SPARTA AREA SCHOOLS

## NOTICE OF INTERNAL VACANCY

**Position Title:** Mandated Teacher Assistant (9<sup>th</sup> - 12<sup>th</sup> MOCI Program)

**Posting Date:** July 15, 2010

**Building:** High School

**Hours:** 6.5 hours per day - Hours to be determined, within the school day

### **Qualifications:**

- Must meet district TA requirements
  - H.S. diploma or equivalent
  - Minimum 60 course credits in higher education **or**;
  - Associates Degree **or**;
  - Have scored at least a 4 in math or reading, and a 3 or better in writing on the Work Keys test;
- Strong organizational skills;
- Ability to monitor and manage student behavior;
- Ability and willingness to perform recess, bus unloading, and lunchroom supervision, as necessary;
- Basic computer skills preferred;
- CPI trained preferred;
- Ability to be flexible with varying student needs and schedule changes;
- Ability to communicate effectively with a variety of staff members;
- Team player;
- Attend to physical needs of students, including lifting, toileting, feeding, and sensory needs;
- Ability to work with children in a caring, nurturing manner;

**For further details regarding this position, please contact Matt Spencer or Sue Gates. To apply for this position, please send a letter of interest to the Superintendent's office on or before July 29, 2010.**

*Sparta Area Schools does not discriminate on the basis of race, color, religion, national origin, age, gender, or physical/mental disability in its educational programming, enrollment, or employment.*