

TITLE: INSTRUCTIONAL ASSISTANT (.7 FTE)

OPENING DATE: May 26, 2017

SALARY RANGE: \$15,400/10 months DOE + Benefits.

As a Jewish Day School, PJA strives to ensure an academically rich environment which honors the whole child. Portland Jewish Academy nurtures and inspires positive Jewish engagement, kavod /respect, and responsibility for the world in which we live.

We are seeking an Instructional Assistant for the 2017-2018 school year. PJA is not only a great place for kids to learn, it's a wonderful work environment. We have the most gifted teachers, dedicated administrators, and the best support staff in Portland. Come be a part of our team!

Job Summary:

The Instructional Assistant provides support to a certified teacher in the planning and implementation of an educational program. This position performs classroom assistance and clerical duties in support of the prescribed lesson plan. The Instructional Assistant may assist the teacher in small or large group settings, and may supervise students in a variety of other school-related settings.

Requirements:

- Bachelor's degree in a related field; AND .
- One year of responsible experience as an instructional assistant in a school is required.
- Knowledge of techniques associated with behavior management, classroom management and group supervision.
- Ability to pass background check.
- Ability to work in a variety of environments that are often loud and with frequent interruptions.
- Ability to stand for extended periods, sometimes in inclement weather.
- Ability to keep children out of harms way which may include walking, running, reaching, bending, stooping and lifting or carrying heavy objects.
- Ability to use personal computers and Microsoft office applications.

We offer a generous benefits package including paid Medical, optional dental and LTD and a generous Paid Time Off plan including traditional and Jewish Holidays!

TO APPLY: Visit our website to learn more about our programs and apply today! www.pjaproud.org (select "About Us," then select "Employment").

The Portland Jewish Academy (PJA) and all its affiliated programs welcome all children, families and staff regardless of their religious affiliation. PJA is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.