



Vacancy Notice: Special Education Instructional Aide

Western Wayne School Corporation Superintendent, Mr. Andy Stover, has announced a vacancy for the position of a **Special Education Instructional Aide**. This is a part-time position for the 2023-2024 school year.

Required Qualifications:

- High School diploma or equivalent

Primary Duties:

- Delivers educational interventions designed by Special Education Teachers to help students meet educational, academic, life skill, behavioral, physical, social and emotional goals.
- Assists teachers with Special Education students to enable learning with minimal disruptions to other students.
- Provides small group and tutorial instruction and supervision as directed
- Provides preventative and follow-up behavior management to students exhibiting disruptive behaviors and documents these situations.
- Communicates effectively with staff, students, administration, and special education coordinator.
- Learn and implement a variety of behavior plans for students.
- Uses knowledge of students to make necessary modifications to daily activities.
- Attends to health care needs of students, which may include feeding, toileting, diapering, and handling equipment.
- Assist in preparation of materials needed for classrooms, including duplication, lamination, etc.
- Participate in training and/or professional development as directed
- Ability to work as a team member

Application Process:

- Send an email to Mrs. Renee Lakes, High School Principal, rlakes@wwayne.k12.in.us and to Mrs. Robin Hokey, HR Director, rhokey@wwayne.k12.in.us to express interest in this position.
- Please submit applications on Appli-track at <https://wwayne.k12.in.us/> select staff/employment and then Appli-track online applications.

Timeline:

- Vacancy posted on Tuesday July 11, 2023
- Vacancy notice emailed to all teachers in the Western Wayne Schools on July 11, 2023.

