

# Job Announcement: Instructional Assistant

**Organization:** Western Wayne Elementary School

**Classification:** Classified Staff

**Work Schedule:** Academic Year / Part Time

## Position Summary

Western Wayne Elementary School is currently accepting applications for the position of **Instructional Assistant**. The successful candidate will provide essential academic and behavioral support to students under the direct supervision of certified classroom teachers and school administration. The primary objective of this role is to facilitate a productive learning environment and assist in the implementation of instructional programs to enhance student achievement.

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## Essential Duties and Responsibilities

- **Instructional Assistance:** Deliver small-group or one-on-one reinforcement of lessons in core subject areas (Literacy, Mathematics, and Science) as directed by the lead teacher.
- **Behavioral Support:** Implement established classroom management strategies and support positive behavioral interventions to maintain an environment conducive to learning.
- **Documentation and Monitoring:** Assist in the collection of data regarding student progress and behavioral observations to support instructional planning and IEP compliance.
- **Administrative Support:** Coordinate the preparation of instructional materials, equipment, and classroom technology to maximize instructional time.
- **Student Supervision:** Maintain a vigilant presence during non-instructional periods, including lunch, recess, and student arrivals/departals, to ensure strict adherence to safety protocols.

## Professional Qualifications

- **Education:** High School Diploma or equivalent required.
- **Competency:** Demonstrated proficiency in basic academic skills (Reading, Writing, and Mathematics).
- **Professionalism:** Ability to maintain a high level of confidentiality regarding student records and school business in accordance with FERPA regulations.

- **Experience:** Previous experience within an educational or structured childcare setting is highly desirable.
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## **Physical Requirements**

- Ability to remain in a stationary position for extended periods.
- Ability to move across the classroom and school grounds efficiently.
- Occasional lifting of educational materials or equipment (up to 25 lbs).

## **Application Process**

- Send an email to Mrs. Elizabeth Miller, Elementary School Principal, [elizabeth.miller@wwayne.k12.in.us](mailto:elizabeth.miller@wwayne.k12.in.us) and to Mrs. Robin Hokey, HR Director, [robin.hokey@wwayne.k12.in.us](mailto:robin.hokey@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.