

**BURLINGTON EDUCATIONAL STAFF ASSOCIATION
SECRETARIES AND AIDES
INTERNAL AND EXTERNAL POSTING**

DAYS: 180
Classification: Category II

Position: Special Education Instructional Aide
Location: Cooper Elementary School
Hours per day: 5.83 hours

Description:

Special Education Instructional aide duties include:

- Supervision of students
- Provision of assistance to students
- Hours will be scheduled between 7:30 and 3:30 p.m.

Qualifications:

- High school diploma
- Ability to work in a team environment
- Experience working with children
- Flexible, insightful, organized, a fast learner
- Strong communication skills
- Able to participate in training on and off school calendar
- Bilingual skills a plus
- Proficient with the use of technology
- Able to work with students with disabilities in a classroom setting
- Able to support Individual Educational Plan goals
- Able to lift and position as part of 2-person team up to 150 lbs
- Able to handle the physical demands of the position
- Able to perform delegated nursing procedures under the direction of a registered nurse
- Experience with conflict resolution helpful
- Able to supervise cafeteria and outside grounds during the student lunch hours.

Candidates who are interested in making such a commitment are encouraged to apply.

Posting Date: June 14, 2017
Closing Date: Until filled

All candidates should send a letter of interest, a resume, BASD application, and letter of reference to:

Christine Anderson, Principal
Cooper Elementary School
249 Conkey Street
Burlington, WI 53105
canderson@basd.k12.wi.us

Position/Posting Approval: *Peter Suet*

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquires or complaints alleging non-compliance with Title IX of the Educational amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.