



## BURLINGTON AREA SCHOOL DISTRICT

### PLACEMENT NOTICE

Secretaries & Aides  
Internal/External  
2017-18 SCHOOL YEAR

**Posting Date:** March 16, 2018  
**Location:** Waller Elementary School  
**Number of Positions:** 1

**Position:** Special Education Instructional Aide  
**Closing Date:** Until position is filled  
**Hours:** 5.75 Hours – 5 days per week

### DESCRIPTION:

Special Education Instructional Aide duties include:

- Supervision duties (including bus duty and lunch/recess duty)
- Providing assistance to teachers working students in the classroom

### QUALIFICATIONS:

- High school diploma (See Requirements)
- Experience working with children a plus
- Able to work with students with disabilities in a classroom setting
- Flexible, insightful, organized, and patient
- Able to support Individual Educational Plan (IEP) goals
- A positive team player capable of multi-tasking
- High-energy personality with strong interpersonal communication skills, and the ability to be self-directed
- Experience with conflict resolution helpful
- Able to lift and position as part of a 2-person team up to 150 lbs.
- Able to handle the physical demands of the position
- Able to participate in training on and off school time/calendar
- Able to perform delegated nursing procedures under the direction of a registered nurse
- Proficient with the use of technology
- Bilingual skills a plus

**REQUIREMENTS:** Must meet the highly qualified paraprofessional status based on two years post high school education and / or associates degree as designated in Wisconsin state Statutory requirements (Sections: 1114, 1115, and 1119) or demonstrate proficiency on a District Assessment.

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

**Visit the WECAN website to apply and get additional information on the application process.**

Candidates can also send a letter of interest, a resume, BASD application, and letter of reference to:

Victoria Libbey  
Waller Elementary School  
195 Gardner Avenue  
Burlington, WI 53105  
Phone: 262-763-0185

**Position/Posting Approval:** \_\_\_\_\_

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 inquiries 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.