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September 5, 2017

## SCHOOL DISTRICT OF NEW LONDON Notice of Support Staff Position

**POSITION OPEN:** Part-Time Educational Assistant

**WHERE/TIME:** Building and hours to be determined based upon student needs

**WAGE RANGE:** \$13.58 to \$14.43 per hour

**BEGINNING DATE:** As soon as possible

**DUTIES:** General job description attached

**OTHER REQUIREMENTS:**

- Provide behavioral supports for children with disabilities
- Assist with activities of daily living
- Provide academic supports as directed by teacher
- Position requires DPI Special Education Aide License—may obtain licensure upon hire

If you are interested in and qualified for these positions, please notify Personnel Services in writing as soon as possible but no later than September 14, 2017. Please indicate in your letter what position you now hold, what qualifications you have that you feel qualify you for this position, and why you are interested in this position. Please write on the envelope containing your application “**Educational Assistant**” and send it to Personnel Services at the District Administration Building.

Personnel Services  
School District of New London  
901 West Washington Street  
New London, WI 54961

The School District of New London will provide reasonable accommodation for qualified individuals who are employees or applicants for employment.

If you need assistance or accommodation for the application process because of a disability, please contact the District Administrator's Office.

Employment opportunities will not be denied to anyone because of the need to make reasonable accommodation for an individual's disability.

The School District of New London does not discriminate on the basis of sex, color, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

**SCHOOL DISTRICT OF NEW LONDON**

**EDUCATIONAL ASSISTANT  
(JOB DESCRIPTION)**

**TITLE:** EDUCATIONAL ASSISTANT (SPECIAL EDUCATION PARA-EDUCATOR)

**QUALIFICATIONS:**

1. High School Diploma.
2. Eligible for DPI certification as Special Education Program Aide (883).
3. Maintain confidentiality.
4. Such other qualifications as the Board of Education deem necessary or desirable.

**REPORTS TO:** Classroom Teacher assigned, Director of Pupil/Personnel Services

**SUPERVISES:**

**CLASSIFICATION:** Educational Assistant

**JOB GOAL:** To provide assistance with learning activities, individual attention, support, and care to the students in the special education programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide direct assistance to special education children in the school setting as directed by the classroom teacher.
2. Work with children in small groups or individually with learning activities.
3. Provide follow-up to classroom instructional activities developed by the classroom teacher.
4. Under the direction of the classroom teacher, will assist on a daily basis with preparing the classroom for the daily activities.
5. As required by the IEP of a special education child in the District, will perform duties such as, but not limited to, toileting assistance, diapering, dressing, feeding and such medical procedures for which proper training will be provided and can be delegated by the school nurse.
6. Will assume building level duties as required of all other para-educators in the building to the degree that it does not interfere with their primary responsibility to the special education children.
7. Assist the children to and from the buses as necessary or directed by the teacher.
8. Persons assigned to any of the programs for the emotionally disturbed must show proof of training in Non-Violent Crisis intervention or be willing to undergo the training.
9. Will be certified in CPR or be willing to become certified and will keep certification current by assuming responsibility to get timely recertification.
10. Be knowledgeable of each student's placement, skills levels, and IEP.
11. Assist with field trips.
12. Monitor student "peers" who work with students.
13. Provide basic clerical support to classroom teacher.
14. Work cooperatively with the staff and District in fulfilling the District's vision, mission, and focus.
15. Performs other duties as assigned by the Director of Pupil/Personnel Services.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this position will be evaluated annually by the Director of Pupil/Personnel Services with input from the Building Principal.