



## **Invitation to Apply for Instructional Assistant at University Charter**

**School:** We are now accepting applicants for Instructional Assistant

**Reports to:** Principal

**Application Deadline:** Until all positions are filled

**Start Date:** August 1, 2023

### **Answering the Call**

Feeling trapped in the box of the traditional educational model? Ready to rethink rural, K-12 education? Wouldn't it be cool if you could teach in an innovative rural school that cultivates students' creativity and makes learning relevant through real-world experiences? A school in which the content standards are the floor and not the ceiling? A school in which relationships are valued more than compliance? Well, here's your chance!

We are searching for individuals who are comfortable working in an exciting environment, who are risk-takers and are driven to imagine and explore the limitless possibilities for our students, and who are committed to providing an engaging, yet rigorous, project-based/place-based approach to teaching and learning. Successful candidates will be highly collaborative, yet independent thinkers, and will be comfortable "co-working" with their professional peers. Do you want to teach your students on a deeper level and facilitate opportunities for them to develop their passions beyond the core content? You'll be able to do just that at University Charter School. UCS is a diverse, student-centered school that is seeking educators who are prepared to lead and are passionate about UCS's ambitious plans to re-imagine rural education. If you're tired of the box of tradition, apply to teach at University Charter School, where the box does not exist.

### **University Charter School**

University Charter School (UCS) is an innovative and PK-12 public charter school that opened in August 2018 in rural, Livingston, Alabama. For the 2023-2024 school year, UCS will have ~717 students in grades PK – 12. UCS is designed to be a rural, diverse school that cultivates independent thought, promotes the building of character and civic responsibility, and is committed to preparing all students for personal and professional success through the discovery of individual learning pathways in a

rigorous and integrated Science, Technology, Reading, Engineering, Arts, and Mathematics (STREAM) focused, project-based and place-based curriculum. The vision of University Charter School is to become a rural model for producing adaptable learners that have a strong sense of place, mission, and rural identity, and who recognize the value of collaboration within a school, across a community, and between diverse rural regions. Our graduates will be prepared to continually meet the demands of an ever changing economy and will be perceived as community leaders and catalysts for meaningful change. We see UCS as a purposeful, place-based, and collaborative pathway to encourage growth and retention in and to restore relevance to our rural community.

UCS is strategically and intentionally located on the campus of the University of West Alabama and was created in partnership with the University of West Alabama. UCS faculty and students will leverage the assets of the University through hands-on partnerships and academic projects with participating colleges and divisions that span health care, education, and the arts, to name a few.

UCS's approach to education is unique in a number of ways:

- **Location:** The school's location on the University of West Alabama campus in rural Sumter County, Alabama, will provide students with the opportunity to build rich and ongoing relationships with each other and benefit from the programs and opportunities available on campus and in our community. Sumter County, our rural community, has been challenged by a lack of high quality educational opportunities, a decline in overall child well-being, high poverty rates, high unemployment rates, low per capita income, and depopulation. UCS was created out of a partnership between the University of West Alabama and a rural, impoverished community in an effort meet the educational needs of the children. By nurturing the diversity of a divided community, UCS presents a solution to the unique educational challenges that face rural communities by providing a blueprint for others to follow, as well as presents opportunities to demonstrate and implement PK-12 best practices in a rural setting.
- **Curriculum:** UCS's curriculum is project-based and place-based, which will provide students with real-world local connections to what they are learning in school. Students will also have the autonomy to direct their course of study, allowing them to pursue academic work and projects that inspire them.
- **Diverse by Design** - Last but not least, UCS will ensure that a diverse group of students can take advantage of all of the opportunities this school will offer.

### **Roles and responsibilities**

The Instructional Assistant/Auxiliary Teacher provides support to the instructional program within the assigned classroom with specific responsibility for working with individual and/or small groups of students; and providing clerical support to teacher/s. Instructional Assistants must enter data into school software programs for individual students. They indulge in adapting classroom activities for the purpose of reinforcing classroom goals and objectives. The Instructional Assistant must assist with weekly planning of instruction. Instructional Assistants receive their daily instructions from teachers, and they assist teachers in handling individual students and groups of students by imparting lessons. They assist young students with assignments and manage student behavior within a classroom and on the playground. It is also the duty of an Instructional Assistant to handle ancillary work such as creating materials for class instruction. They also help Lead teachers in managing students during

activities such as sports, and field trips

- Adapts classroom activities, assignments and/or materials under the direction of a supervising teacher (e.g. reinforcement of individualized education program (IEP) goals and objectives, etc.) for the purpose of supporting and reinforcing classroom objectives as well as providing an opportunity for all students receiving special services to participate in classroom activities.
- Provides progress monitoring services and Tiered intervention services to students under the guidance of the supervising teacher and the RTI plan.
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. math groups, science experiments, reading, behavioral skills, daily living skills, writing, verbal skills, sensory room activities, social skills training, etc.) for the purpose of reinforcing instructional objectives; implementing individual plans; and enhancing opportunities for all students to succeed.
- Supports teachers in the administration of tests as well as completion or review of school work.
- Assists medically fragile students with physical disabilities for the purpose of maintaining students' personal hygiene.
- Assists students with special needs in the areas of grooming, community accessibility and other appropriate areas (that is feeding, brushing teeth, toileting, diapering, transferring students using wheelchairs to and from bus and activities incorporated in the daily routine as assigned by the supervising teacher) for the purpose of assisting students with their individual needs.
- Attends meetings and in-service presentations (e.g. emergency procedures, training modules, system & local professional development, etc.) for the purpose of gaining information relative to job functions.
- Collaborates with supervising teacher(s) or other staff as assigned for the purpose of communicating information, resolving issues, and providing services in compliance with established guidelines.
- Confers with teachers (special education and/or inclusion teacher) on a regular basis for the purpose of accountability and assisting in evaluating student progress and/or implementing IEP objectives.
- Implements, under the supervision of assigned teacher, behavioral intervention plans (BIP) for the purpose of presenting and/or reinforcing learning skills, concepts, strategies, etc.
- Maintains materials for the purpose of ensuring students are prepared for instruction.
- Monitors students with special needs across all settings (e.g. classroom, field trips, lunchroom, playground, during life enrichment activities, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping, data collection and clerical functions (e.g. checking papers, maintaining daily logs, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- Responds to emergency situations (e.g. students that are: running, fighting, displaying inappropriate behavior, etc.) for the purpose of resolving immediate safety concerns.
- Maintain confidentiality.
- Be regular and punctual in attendance.
- Maintain proper and professional relationships with students and other employees.
- Perform duties in a manner that will promote good public relations.
- Establish a positive relationship with parents, co-workers, volunteers and other visitors
- Work collaboratively with colleagues and community partners in a co-taught, interdisciplinary instructional setting
- Attend and participate in planning sessions and professional development (March-July 2018)

- Develop meaningful and supportive relationships with students through a positive youth development lens
- Develop and maintain positive relationships and communication with parents and families
- Performs other related duties as assigned and deemed necessary by the Principal to meet the needs of the UCS community
- Assume other duties as assigned by supervisor.
- Bring your “A game” and have fun. It’s what we do at University Charter School

## **Qualifications**

The strongest candidates will have the following certifications, skills, and experiences:

- Educational Requirements:
  - Must hold an Associate’s Degree (or)
  - Have completed a minimum of 48 semester hours of study at a regionally accredited institution of higher education (or)
  - Have successfully completed the Alabama State Board of Education approved WORKKEYS test.
- Good physical and emotional health, including
- Ability to lift as well as to implement a behavioral management program with students of varying ages and sizes.
- Effective interpersonal communication skills.
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

## **Salary and benefits**

UCS offers a competitive salary dependent upon degree, licensure and experience and comprehensive benefits package including State health insurance and retirement.

## **Apply**

If your experiences and passion make you a great fit for the role, please complete an application. UCS uses an online application system designed to be an easy and efficient way for you to apply. All available positions are listed in [TeachInAlabama](#). Applicants interested in vacancies with UCS must complete an online application. If selected for a position, additional information is required including a background check/fingerprint review, proof of citizenship, and valid identification.

## **Online Application Instructions**

### **First Time Users**

**Step 1:** Go to Applicant Login

**Step 2:** Click on Create an Account

**Step 3:** Select a Username and Password. You will use this login information any time you want to apply.

**Step 4:** Build an application by clicking on the Create Application link. This application can be

saved and used to apply to more than one job opening.

**Step 5:** If you are ready to apply, complete the application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other pertinent documents in the add attachment section before you apply to a specific job.

## **Apply Now**

**Step 1:** Scroll through the job postings and click on the Job Title to which you want to apply.

**Step 2:** Click on Apply

**Step 3:** Login in using your username and password.

**Step 4:** Complete your application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other relevant documents in the add attachment section.

### *Important Notes*

- Make sure your application is complete and all required materials are attached. Once an application is submitted to a job, it cannot be edited.
- When applying to multiple job postings, your main application will carry forward the information and the attachments of prior applications. Remember to delete the previous cover letter/information you attached and replace them with the new appropriate documents.
- It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete

*Online applications are stored on a secure site*

*Only authorized employees and hiring authorities have access to the information submitted.*

*UCS does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match. All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.*