

PLEASE POST

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**INSTRUCTIONAL ASSISTANT – GED CLASSROOM  
AMARILLO HIGH SCHOOL**

**JULY 2010**

AMARILLO INDEPENDENT SCHOOL DISTRICT  
AMARILLO, TEXAS

This notice is submitted in accordance with the Promotion Policies of the Amarillo Independent School District relating to the posting of certain vacancies, the following is submitted:

***PRIMARY PURPOSE:***

To supervise and assist high school students in the recovery and completion of high school credit and GED completion.

***QUALIFICATIONS:***

Minimum Education/Certification

- High School diploma or GED is required
- An associates (or higher) degree or
- Meet the rigorous standard of quality required by the district

Special Knowledge/Skills

- Must have the ability to work effectively and harmoniously with students, parents, and school personnel
- Must have the abilities to willingly follow written and/or oral directions and to exercise good judgment
- Must be open to flexible hours and able to adjust easily to changes in daily routine.
- Must be proficient in all subjects including reading, math, science and social studies.

Work Conditions

Position may require incumbent:

- To have ability to lift 50-75 pounds.
- To possess acute and/or corrected visual and hearing capabilities
- To possess the manual dexterity and physical capabilities to perform all job requirements
- To have effective verbal and written communication skills as well as a high degree of literacy and mental capabilities
- To possess good mental health in order to perform all job requirements
- To be average or better in energy, health and vitality

Minimum Experience:

The experience of having worked with students and parents is preferred. This experience may be working in church-related school, day camps, youth groups, and private schools, licensed day-care centers or similar experiences.

***APPLICATION  
PROCEDURE:***

1. Current district employees must complete a Data Sheet, which may be obtained from the Personnel Office.
2. All other candidates should update your current classified application or submit an online classified application, proof of education, typing/spelling test and possibly an NCLB test. After updating or submitting your online classified application and other required documents, please call the Personnel Office at (806) 326-1478 to express your interest in this specific position. (*All required documents and testing must be completed before the deadline date of the posting.*)

***APPLICATION DEADLINE:***

***WEDNESDAY, AUGUST 4, 2010***

Amarillo Independent School District shall not discriminate on the basis of race, color, religion, age, sex, disability or national origin.

July 28, 2010