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| Job Title: | IN-DOC- Pendleton-Teaching Assistant  | Job Category: |  |
| Department/Group: |  | Job Code/ Req#: | 733432 |
| Location: | Onsite**Worksite Address:** Pendleton Juvenile Correctional Facility 9310 S State Rd 67, Pendleton, IN 46064  | **Agency Interview** **Type:** | In person only  |
| Level/Salary Range: | $20.5/hr on C2C | Position Type: | Contract |
| Req. Status: | Open | **Start Date:**  | 05/06/2024 |
| Expenses Allowed | No | **End Date:**  | 04/29/2025  |
| No. of Openings: | 1 | No New Submittals After: | 05/10/2024 |
| Max Submittals by Vendor per Opening |  | Send Resumes to | resumes@taurusbiz.com |
| **Requisition Description**  |
| **Short Description:** The incumbent serves as a Teaching Assistant in the Education Department in a juvenile correctional facility. The incumbent supervises students in the classroom in the absence of the classroom teacher. **Complete Description:** The incumbent serves as a Teaching Assistant in the Education Department in a juvenile correctional facility. The incumbent supervises students in the classroom in the absence of the classroom teacher with the following responsibilities: Attendance Taking, Behavior Monitoring, Assignment Monitoring, and Daily Record Monitoring. Furthermore, the Teaching Assistant provides students with guidance in completing assignments left by the classroom teacher and to support classroom instruction as needed. The incumbent is responsible for effectively managing the classroom. Incumbent participates in faculty and professional meetings. The Teaching Assistant reports directly to the School Principal and performs duties with minimal supervision. **RESPONSIBILITIES/DUTIES TO BE PERFORMED WITH OR WITHOUT REASONABLE****ACCOMMODATION:** **ESSENTIAL DUTIES MAY INCLUDE:** • Following policy in critical incidents preventing injury, escape, or property damage. • Maintains confidentiality. • Incumbent supervises the daily work of students and evaluates the achievement of individual student knowledge. • Operates all job-related equipment. • Collaborates with other departments in order to enhance the learning environment of students. • Providing written reports to/participates in multidisciplinary treatment team. • Attending and successfully completing all required training and certifications. • Developing and reviewing clear, accurate, and concise reports that are in compliance with departmental policies and procedures. • Promoting good working relationship with students, staff, contractual personnel, interns and volunteers, and applicable community public or private agencies. • Maintaining a positive image to the public in all related responsibilities. • Performs related duties as assigned. **JOB REQUIREMENTS AND DIFFICULTY OF WORK WITH OR WITHOUT REASONABLE ACCOMMODATION MAY INCLUDE:** • Ability to implement daily and weekly teacher lesson plans designed to enforce full course objectives in the absence of an educator. • Ability to create and provide a positive learning environment conducive to and supportive of individual growth and development of students. • Ability to maintain and control educational department supplies, equipment, and tools. • Ability to effectively communicate both orally and written. • Ability to work effectively in a teamwork environment. • Ability to accept supervision and constructive feedback. • Ability to test negative on all drug tests. • Ability to successfully complete all required training and certifications.**Required/Desired Skills**

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| **Skill**  | **Required /Desired** | **Amount**  | **of Experience**  |
| HS diploma required | Required |  |  |
| Ability to effectively communicate bothorally and written  | Required |  |  |
| Ability to implement daily and weekly teacher lesson plans designed to enforce full course objectives in the absence of an educator. | Required |  |  |
| Ability to create and provide a positive learning environment conducive to and supportive of individual growth and development of students.  | Required |  |  |
| Substitute teaching permit  | Nice to have |  |  |
| Experience working with students in an educational setting.  | Nice to have |  |  |

**Questions**

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|  |  **Description** |
| Question 1 | Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?  |
| Question 2 | Please list candidate's email address. |
| Question 3 | Please list the city and state where candidate currently resides.  |
| Question 4 | This is an onsite position working 37.5 hours per week. 7:30 am-3:30 pm Monday-Friday. 30 min unpaid lunch. Do you accept this requirement? |
| Question 5 | If selected for an interview, the candidate will have an initial phone screen with the Principal and/or DOE. If selected for an onsite interview, they may be provided a tour, shadow a teacher in the classroom, etc. If selected to proceed for next steps, their driver's license will be copied onsite to begin internal employment eligibility. Do you accept this requirement? |
| Question 6 | If your candidate does not already have a substitute teaching permit, they will be required to obtain one once they start onsite during their training period. The candidate is required to pay the $35.00. Do you accept this requirement? |
| Question 7 | Onsite training may take up to 3 weeks once they start. Do you accept this requirement?  |
| Question 8 | This position requires the ability to successfully pass CAI and DOC background checks including a drug screen, TB test, DCS check and fingerprinting. Do you accept this requirement?  |

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| Reviewed By: | Swathi G | Date: | 05/07/2024 |
| Approved By: | Ram S | Date: | 05/07/2024 |
| Last Updated By: | Swathi G | Date/Time: | 05/07/2024 |