

# Position Vacancy Announcement



**Title:** Instructional Assistant  
**Anticipated start date:** August 1, 2023

## About our Organization

Springer School and Center is a wonderful community dedicated to supporting students diagnosed with learning disabilities and their families. Encompassing both a day school and a center for educating parents and professionals, Springer is a caring, fast-paced workplace located in Cincinnati's Hyde Park neighborhood.

## Position Summary

Instructional Assistants are paired with a classroom teacher in the Lower School and in the Middle School. Instructional Assistants support student academic, social, and behavioral plans as determined by the classroom teacher, department, team and/or organization in ways which are consistent with Springer's mission, values, and best practices.

## Job Goals

- Develop meaningful relationships with students.
- Run small group and whole group instructional sessions as directed by the classroom teacher.
- Support student needs as directed by the classroom teacher.
- Complete administrative tasks as directed by the classroom teacher such as grading papers, preparing classroom materials and entering data in the student database.

## Required Qualifications

- Bachelor's degree.
- Experience working with children.
- Passion for working with small groups with students.
- Embraces multi-cultural thinking and appreciates diverse perspectives.

## Additional Preferred Qualifications

- Bachelor's degree or Master's degree in Special Education.
- Active Intervention Specialist teaching license.
- Experience teaching students diagnosed with learning disabilities.
- Experience incorporating educational technology in a classroom setting.
- Coaching experience.

**Key Characteristics:** Smart, dependable, personable and tech-savvy.

**Terms of Employment:** Full-time, 10 months per year (school year).

## How to Apply

Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to Dean of Academics Diane Houghton [dhoughton@springer-ld.org](mailto:dhoughton@springer-ld.org). The subject line of that email should reflect the position title.

*Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.*

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