



# OPPORTUNITY SCHOOLS

UNLOCKING HIDDEN POTENTIAL

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## **OPPORTUNITY SCHOOLS LEADERSHIP TEAM**

**LOUISE UKLEJA**  
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**MARCIA FRIES**  
Director of Satellite  
School Support and  
Teacher Training

**JULIE LIENKE**  
Multi-Sensory Math  
Specialist

**IVETTE MARQUEZ**  
Senior Academic Coach

## **SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT**

### **POSITION DESCRIPTION**

The responsibility of the **SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT** is to support and facilitate the academic progress of students with learning disabilities and social challenges through one-on-one intervention and small group support; grades K-8, with an emphasis on Middle School (6-8).

Opportunity Schools is an educational non-profit organization, with special education programs in private, faith-based schools. This position requires an agreed upon set schedule.

### **ORGANIZATIONAL ACCOUNTABILITY**

**SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT** reports directly to Opportunity Schools' Director of Satellite School Support.

### **QUALIFICATIONS**

**Education:** Bachelor's degree in Education; a certification in Special Education, is preferred.

**Professional Experience:** Previous experience working with students with mild to moderate learning and social challenges.

### **RESPONSIBILITIES**

- Travel to individual Opportunity satellite schools to work one-on-one intervention or small group support, using Opportunity Schools' multisensory interventions to meet the needs of students with learning disabilities. Supports may be designed to meet academic, behavior, social, or executive function needs.

The duties of the **SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT** will be assigned and supervised by Opportunity Schools' Director of Satellite School Support, and the individual satellite school's Opportunity Teacher onsite.

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- Monitor approved instructional accommodations or modifications in the general education classroom, as per a student's 504 Plan, and as directed by the Opportunity Teacher onsite
- Assist in proctoring assessments for current or potential Opportunity students
- Attend professional development days and any other required trainings
- Report and work with the Director of Satellite School Support to ensure the success of support services to Opportunity Schools
- Develop a strong understanding of Opportunity Schools' online interventions and resources (i.e., IXL, Learning A-Z, etc.)
- Maintain a professional work ethic and confidentiality of all students

**TO APPLY**

**Email resume and letter of interest to Cathy Hollenbeck at [Cathy@OpportunitySchools.org](mailto:Cathy@OpportunitySchools.org).**