



Longleaf School of the Arts is a North Carolina public charter high school. We are a college preparatory school focusing on the fine arts. Our mission:

Longleaf School of the Arts will develop students into confident, responsible, and successful contributors in college, career, and community through mentorship and a challenging curriculum that integrates academics and the fine arts.

Job Summary:

LSA's Instructional Support Staff position serves the purpose(s) of providing support to the instructional program, guidance program, and exceptional student program. This staff member will have the specific responsibility of assisting in the supervision, care, and instruction of all students, specifically, students with special needs in the general education setting; assisting in implementing plans for instruction; monitoring student medical needs; and providing information to appropriate school personnel.

Job Description:

- Assists students (e.g. transitions, walking to class, break monitoring) for the purpose of attending to students' personal medical and mental health needs
- Communicates with supervising instructional staff, and a variety of health care professionals, and professional support personnel for the purpose of communicating progress or implementing guidance recommendations, IEP, BIP (Behavior Intervention Plan), and 504 objectives
- Maintains electronic files/records for the purpose of ensuring availability of documentation; providing written reference; and/or meeting mandated requirements
- Escorts students (e.g. bathroom, classroom, community etc.) for the purpose of ensuring an efficient and safe arrival to and/or from a destination as needed
- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and meeting IEP, BIP, and 504 goals as needed
- Administers tests, homework, make-up work, etc. for the purpose of supporting students needs in the classroom
- Provides, under the supervision of assigned teacher or counselor, instruction to the students in a variety of individual and group activities for the purpose of reinforcing instructional objectives; implementing guidance recommendations, IEP, BIP, and 504 plans; and ensuring the student's access to his/her least restrictive environment
- Supervises individual and/or groups of students in a variety of settings (e.g. community field trips, hallways, bus loading areas, cafeteria, parking lots, alternative learning classroom, etc.) for the purpose of providing a safe and positive learning environment
- Supervises and escorts the student during any and all emergency drills or during actual emergencies for the purpose of providing a safe learning environment
- Acquire certification and receive training through programs required to ensure the safety of all students
- Performs other duties and responsibilities as assigned by the Head of School



Minimum Requirements:

- Ability to demonstrate regular attendance and punctuality
- Ability to maintain a professional demeanor in all situations and must be able to withhold confidential information
- Ability to work well with all levels of internal management, staff, and students as well as parents/guardians
- Ability to respond to changing situations in the workplace and exhibit flexibility
- Ability to perform multiple tasks concurrently under varying deadlines and adapt to changing work priorities
- Ability to work effectively as part of a team and with frequent interruptions
- Ability to set work priorities, take initiative, and work efficiently under minimum supervision
- Ability to communicate clearly and concisely, both orally and in writing and the use of proper grammar and punctuation to write routine reports and correspondence
- Ability to operate standard office equipment including using pertinent job related software applications and preparing and maintaining accurate records
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and parents/guardians
- Ability to communicate with diverse groups
- Ability to work individually with students utilizing appropriate strategies to encourage success in the total school environment

Submit resume to jobs@longleafschool.com.