

JOB OPENING –

Program Associate, Jacques Memorial School, Part Time

Job Specific Information: Interested applicants must include evidence of all requirements noted in the job posting as well as on the Milford School District Careers website.

To be considered for this position, you must submit the following materials:

- Milford School District Position Application - Which can be located at the following link: <http://milfordk12.org/human-resources/employment/> (If using a Chromebook, make sure to clear your browsing history before accessing the form.)
- Letter of interest, addressed to the Superintendent, Office of Human Resources
- Resume, clearly demonstrating education; training. Please include dates.
- Three professional references

Internal candidates may submit a Job Bid form with updated resume to the Human Resources Office.

SUMMARY DESCRIPTION:

The Milford School District is seeking a part-time Program Associate to support students, grade pre-k, in achieving objectives written in their Individualized Education Programs (I.E.P.'s) by working with the special and regular education Teachers.

KNOWLEDGE, SKILLS, and ABILITIES:

1. Knowledge of child development, instructional strategies and practices applicable to assignment, and instructional goals and policies of Milford School District
2. Ability to assist with implementation of the instructional program and to participate in monitoring and ensuring appropriate student behavior.
3. Ability to exhibit patient behavior and to work effectively with children, young adults, and staff members.
4. Ability to follow written and verbal instructions and to perform all required tasks.
5. Ability to communicate effectively, both verbally and in writing.
6. Ability to interact with and support students with special needs.
7. Knowledge of standard desktop computer hardware and software such as MS Office products and database software.

EDUCATION, TRAINING, and EXPERIENCE:

- Associate's Degree in Liberal Arts or its equivalent
- Three years' transferable experience is preferred

CERTIFICATE LICENSE:

None required

Milford School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

PRIMARY LOCATION: JMS	CATEGORY: Classified-MESSA	
CLASSIFICATION: Non-Exempt	SCHEDULE: 16 hours/week	WORK MONTHS: 10 Months

For information about the application process, please call the SAU 603-673-2202 or email Human Resources, Laura Sebert, laura.sebert@milford.k12.org