

**The School District of the Tomorrow River**  
**357 North Main Street**  
**Amherst, Wisconsin 54406**  
**715/824-5521 ext. 1**

**VACANCY NOTICE**

Posted: January 11, 2018

**Position:** *Licensed Teacher Assistant – Special Needs (Limited Term)*

**Duties:** To provide assistance in the special education and/or regular education classroom, working with individual students and small groups.

**Minimum**

**Qualifications:**

1. High School Diploma or equivalent.
2. Appropriate Wisconsin licensure, or ability to obtain licensure as a licensed TA.
3. Prior experience as a teacher assistant preferred, but not required.
4. Ability to work cooperatively with adults and children.
5. Ability to be firm and consistent in following a behavior plan for students.
6. Good communication and organizational skills, and the ability to work independently.
7. Must be able to maintain all aspects of confidentiality.
8. Such alternatives to the above that the district may find acceptable.
9. Satisfactory background check.

**Wage/Hours:**

Starting wage at \$12.09 per hour (Step 0 on wage schedule-licensed), 5.25 hours per day, 7:45 a.m. to 1:30 p.m. on student attendance days, with ½ hour duty-free lunch. (Notes: Full school year is 182 days per school year/student days plus inservice. Teaching assistant positions are employed/retained according to student enrollment/caseload.) Limited term. Pro-rated benefits available.

**Beginning Date:**

As soon as possible.

**Application**

**Deadline:**

Apply ASAP. Applications will be reviewed as received. Position open until filled.

**Application**

**Procedure:**

- STEP 1. Visit our website at [amherst.k12.wi.us](http://amherst.k12.wi.us) and print an official *Support Staff Employment Application* form, or contact the District Office for an application at 715/824-5521 ext. 1.
- STEP 2. Complete and return the application with all of the following to Mr. Michael Toelle, Tomorrow River School District, 357 North Main Street, Amherst, WI 54406:
- Cover Letter (addressed to Mr. Michael Toelle)
  - Resume
  - Copy of Current License, if applicable
  - (2) Current Letters of Recommendation (work references preferred)

*NOTE: When mailing your completed packet, please affix sufficient postage. Applications arriving "postage due" will be returned to sender, delaying receipt of your application packet.*