

Human Resources Department

Welcome to the Sioux City Community School District

Non-Certified Positions:

West High School - Special Education Instructional Assistant Behavioral Disorder Classroom

- 6.50 hours per day
- Primarily responsible for coaching social skills
- Good communication skills
- Responsible for documentation and record-keeping
- Positive and caring adults preferred
- Enjoys working with students with behavior challenges
- Knowledge and experience with behavior modification program preferred
- Able to redirect students towards positive behavior
- TEACH and MANDT training preferred
- Responsible for communication with student's medical providers and parent
- Responsible for Medicaid documentation and all record-keeping related to student's medical needs and behaviors
- Able to swim with students
- **Applications must be in the Human Resource Office by 4:00pm on August 28, 2008**

Riverside Elementary - Early Childhood Instructional Assistant Even Start

- 6.5 hrs daily (8:30am to 3:30pm)
- Bilingual Required (English/Spanish)
- Experience working with young children
- Experience working with English Language Learners
- Ability to work as a team member
- High school diploma or GED required
- 2 year associate degree or Para-educator certificate preferred
- **Applications must be in the Human Resource Office by 4:00pm on September 4, 2008**

Unity Elementary School - Special Education Classroom MD Level II Instructional Assistant

- 6.50 hours per day
- Primarily responsible for coaching social skills
- Good communication skills
- Responsible for documentation and record-keeping
- Positive and caring adults preferred
- Enjoys working with students with behavior challenges
- Knowledge and experience with behavior modification program preferred
- Able to redirect students towards positive behavior
- TEACH and MANDT training preferred
- **Applications must be in the Human Resource Office by 4:00pm on September 4, 2008**

Washington Elementary School - Special Education Instructional Assistant Severe/Profound Classroom

- 6.5 hours per day
- Ability to lift at least 50 lbs.
- MANDT training required
- Paraeducator or 2 year associate degree desired
- Willing to assist with weekly swimming
- Experience working with severe/profound students
- Medicaid logging experience preferred
- Team player and strong work ethic
- Must have a high school diploma or GED
- Perform health procedures such as tube feeding, catheterizations, administration of medications, etc.
- **Applications must be in the Human Resource Office by 4:00pm on September 4, 2008**

Buyer- Purchasing Department - **INTERNAL APPLICANTS ONLY**

Qualifications preferred:

- Two-year Associates Degree in business management and/or purchasing with 2 years of direct purchasing experience
- Strong analytical and technology skills. Must be able to maintain excel spreadsheets, and data base systems
- Excellent organizational skills
- Leadership experience and group facilitation skills
- Communication skills (written and verbal) as well as interpretation of bid responses , and District purchasing policies
- Strong belief in customer service

Key Responsibilities:

- Ability to develop, oversee and maintain purchase orders and review warehouse inventory with warehouse supervisor
- Provide direct service to stakeholders involved in purchasing process and work closely with purchasing manager
- Responsible for interviewing sales representatives to determine service reliability, product dependability and potential business relationship with District
- Process purchase orders in the Financial Management System

Interested applicants must send letter of interest and current resume on or before September 4, 2008 at 4:00 pm. to:

Director, Human Resources
Sioux City Community School District
1301 Pierce Street
Sioux City, IA 51105

O & M Positions:

No openings at this time please check back

Applications and Affirmative Action Statistical Form can be download from our website

If you have any questions on applying for the above job openings, please call Vicki at 279-6071.

If you are interested in being a substitute instructional assistant, please call Lynn at 279-6057.

Thank you for your interest in the Sioux Community School District.

An EEO/AA Employer

Apply at:

Sioux City Community Schools

Human Resources Office

1301 Pierce Street, Sioux City, IA 51105-1497

Phone: 712-279-6071

Fax: 712-279-6672

Email: mccully@sioux-city.k12.ia.us

Website: www.siouxcityschools.org