

Position: Bartender (Part-Time)

Company: Seccession Golf Club

We are looking for a committed, responsible person that understands the importance of running a bar safely and effectively. The suitable candidate will be dynamic and have an outgoing personality with a pleasant and professional manner. Prepare drink orders for guests according to specified recipes using measuring systems. Issue, open, and serve wine/champagne bottles. Set up and maintain cleanliness and condition of bar, bar unit, tables, and other tools. Prepare fresh garnishes for drinks. Stock ice, glassware, and paper supplies. Transport supplies to bar set-up area. Wash soiled glassware. Remove soiled wares from bar top and tables and place in designated area. Anticipate and communicate replenishment needs. Process all payment methods. Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank. Secure liquors, beers, wines, coolers, cabinets, and storage areas. Complete closing duties. Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearances are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests` service needs, and thank guests with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time. Perform other reasonable job duties as requested by Supervisors. Pay is negotiable.

Job Qualifications (Education, years experience, etc.):

- High School or GED
- 1 year experience as a bartender.

Applications and directions are available on-line at www.seccessiongolf.com (contact tab; employment; scroll to bottom of page print application) OR may be picked up at the office

located at 142 Seccession Drive, Beaufort, SC 29907. Mon-Fri 9a.m. to 4 p.m. Resumes may be sent to humanresources@seccessiongolf.com.

Position: Servers (Part-Time)

Company: Seccession Golf Club

Performs a wide range of duties involved with serving food and beverages to members and or guests. Must maintain a professional, yet friendly demeanor at all times. Ensure uniform and personal appearances are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Remove soiled wares from bar top and tables and place in designated area. Anticipate and communicate replenishment needs. Process all payment methods. Complete closing duties. Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Welcome and acknowledge all guests according to company standards, anticipate and address guests` service needs, and thank guests with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time. Perform other reasonable job duties as requested by Supervisors. Pay is negotiable.

Job Qualifications (Education, years experience, etc.):

- High School or GED
- 1 year experience as a server.

Applications and directions are available on-line at www.seccessiongolf.com (contact tab; employment; scroll to bottom of page print application) OR may be picked up at the office located at 142 Seccession Drive, Beaufort, SC 29907. Mon-Fri 9a.m. to 4 p.m. Resumes may be sent to humanresources@seccessiongolf.com.

Position: Legal Assistant (Full Time)

Company: Levin Gilley & Fisher, LLC, Attorneys at Law

Legal Assistant to managing partner of law firm with increasing workload. Strong secretarial skills required. Responsible for producing letters, memos, e-mails, and documents related to estate planning and business formation with minimum or no errors; organizing attorney's work, including paper and electronic client files; maintaining neat office; assisting with scheduling; and supporting partner and other staff in all assigned tasks.

Must be enthusiastic, organized, have neat handwriting, and be dependable, friendly, and skilled in Word and Excel. Candidates with prior law firm or similar experience and paralegal certificate or 4-year college degree preferred. References required. Must agree to background check.

Send resumes to mwfisher@islc.net

Position: Legal Secretary (Part-Time)

Company: Levin Gilley & Fisher, LLC, Attorneys at Law

Approximately 15-20 hours per week. Assists attorney in estate planning and probate work.

Prepares and proofreads documents prior to giving to attorney. Opens and maintains files.

Communicates with clients and court personnel. Ensures documents filed timely. Performs other office-related tasks as needed.

Prior law firm experience or paralegal certificate preferred. Must be dependable, energetic, organized, neat, friendly and skilled in Word and Excel. References required. Must agree to background check.

Send resumes to mwfisher@islc.net

Position: Full Time PT/PTA

Company: Horizon Rehab

Location: Hilton Head, SC

Full-Time PT/PTA needed for Outpatient Therapy at Horizon Rehab.

Email resume to: mail@horizonrehabilitation.com

Position: Housing Intern

Company: International Junior Golf Academy

Location: Hilton Head Island, SC

Under the supervision of the Director of Student Life, the Junior Sports Corporation (JSC) Student Life Intern will work alongside the Director and Assistant Director to complete administrative, scheduling and process-oriented responsibilities.

In addition, Housing Interns will work closely with a Residential Instructor team to provide in house supervision of all residential students. Housing Interns will help with transportation, meal preparation and service, activities and guidance. Interns will be required to sub for RIs when they are on vacation.

THE INTERNATIONAL JUNIOR GOLF ACADEMY

The IJGA is a full-time junior golf boarding school and offers a variety of other golf training programs. The academy is the only one of its kind, encompassing: golf training, academics, fitness, mental training and competition for serious junior golfers. The Housing Intern role is critical to advancing the IJGA and Junior Sports Corporation Mission to have a positive and transformational impact on young people's lives.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or experience:

- High School Diploma and at least one year college coursework completed
- Experience working with youth in a camp, residential or other recreational setting

Ability to effectively:

- Present information and respond to questions from supervisors, co-workers, coaches, parents, and students.
- Make sound independent decisions when circumstances warrant such action.
- Understand and apply the JSC Mission.
- Model appropriate and positive behavior at all times.

Principal Activities (Essential Duties and Responsibilities)

- Effectively manage multiple administrative tasks.
- Clearly communicate with multiple parties; including good public relations with camp parents.
- Critically problem solve and troubleshoot as needed.
- Maintain camper safety and supervision at all times.
- Perform on call and emergency intervention responsibilities.
- Transport students to and from activities, training and airport.
- Positively collaborate with all Student Life and JSC team members.
- Maintain a positive attitude.
- Serve as a positive role model.
- Adhere to and enforce JSC Employee and Student Life policies and procedures
- Attend all staff meetings and pre-camp training.
- Be prompt to all work assignments and adhere to camp schedule and operating calendar.
- Maintain all camp equipment and supplies.
- Perform all other duties as assigned.

PHYSICAL DEMANDS OF POSITION

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Visual and auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency situation.
- Ability to adequately observe participant activities, enforces safety regulations, and applies appropriate policies and procedures.
- Ability to operate company vehicles to safely and legally transport students.
- The physical ability to lead and interact in group activities and perform related physical skills.
- Specific vision abilities required by the job include close vision, distance vision, color vision, and peripheral vision.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, stoop, kneel, or crouch. Also required to climb, push, and pull. The employee must occasionally lift and/or move up to 40 pounds.

TERMS OF POSITION

- In general, Housing Interns will work August 15 - June 6. There may be option for extension of employment if it is mutually beneficial.
- The Academy Schedule is unique and will require the JSC Student Life Intern maintain a varied schedule throughout the school year. Time off will be afforded to compensate for these unusual hours. The Director of Student Life will collaborate with the JSC Housing Intern team to negotiate an appropriate schedule.
- Additional extended days and/or overnights may be required. Dates and schedules for extended work hours will be provided during staff training.
- Remuneration includes: Stipend + Room, Board, and all Utilities paid | Activity Expenses paid
- Interest candidates must submit a resume, cover letter, and list of three current professional references to Director of Student Life, Erin Elliott. Email: erin.elliott@juniorsports.com.
- To qualify for hire, selected candidates must complete a criminal and driving background check, maintain a current driver's license, pass a drug test, and verify education status.

Send resume to erin.elliott@juniorsports.com

Position: Insurance Account Manager (Personal Lines)

Company: Hub International Limited

Location: Hilton Head Island, SC

The Account Manager manages a book of insurance business, while acting with a high degree of independent discretion, autonomy, and decision-making. Provides professional, courteous service to our clients, carrier representatives, underwriters, business partners, and HUB colleagues, resulting in a rate of account retention that meets or exceeds expectations. Provides a high level of support to Producers in obtaining, maintaining, and expanding business.

May also be responsible for account rounding and the development of new business as appropriate and in accordance with standard practices, policies, and procedures.

To perform this job successfully, the incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These qualifications are considered without regard to race, religion, color, sex, national origin, disability, or any other characteristic protected by federal, state, and local law. If this position requires licensing or certification, the incumbent must maintain that license or certification by meeting all continuing education and other requirements.

- Makes decisions on books of insurance business for which the incumbent is responsible.
- Works closely with Producers and other HUB personnel on all aspects of client service, marketing, and renewal while adhering to HUB's best practices and standard procedures.
- Oversees the preparation and implementation of all transactions, paperwork, and internal processing for assigned accounts.
- Acquires understanding of clients' insurance objectives and critically analyzes and compares insurance plans to determine suitability. Stays abreast of changes in the insurance industry and other external conditions that may impact their clients. Makes appropriate recommendations to clients in response to those changes independent of manager approval.
- Acts as liaison between clients and insurance carriers to resolve escalated complex service issues that require policy interpretation and experience based judgment to resolve. May also negotiate with underwriters and carriers. Troubleshoots claims and billing issues.
- Responsible for overall retention of accounts in assigned book of business.
- Develops new business from existing accounts and assigned leads, and contributes to meeting departmental production goals. Identifies and follows-up on cross-selling opportunities when appropriate.
- Manages, organizes, and conducts client meetings when necessary.

- Appropriately documents conversations with clients and carrier representatives and updates all HUB computer systems and automated agency management systems when necessary. Ensures the accuracy of data in those systems.
- Travels on company business as required.
- Prepares reports for management as required.
- Attends industry related continuing education training and courses.
- Performs other duties and projects as assigned.
- LI-AS

Required Skills

- Excellent oral and written English communications skills.
- Superior customer service and problem solving skills.
- Demonstrated proficiency with computer systems, including but not limited to Microsoft Office and automated agency management systems.
- Ability to work in a team environment.
- Ability to work a regular, full-time work schedule at HUB's facility(s) and ability to travel on business when required.

Required Experience

- At least 3 years of experience and demonstrated proficiency in an insurance Account Management role in required lines. Brokerage experience is preferred.
- High School diploma or equivalent; AA and/or college degree preferred.
- Currently licensed in good standing in required lines and states.
- Current with all necessary CE credits in required lines and states.
- Advanced professional designation highly desirable (e.g. AAI, ARM, CIC).

Apply online at www.indeed.com

Position: Assistant Department Director

Company: Beaufort Memorial Hospital

Location: Beaufort, SC

The Assistant Department Director is responsible for directing and coordinating the workflow on the patient care unit for their assigned shift or 24/7 in the absence of the Department Director. This person is a role model for clinical competence and professional behavior. The Clinical Manager assists the Department Director to ensure the delivery of quality patient care for all patients on the unit through their leadership and clinical expertise. They serve as a resource for staff, patients, physicians, and other departments. Through collaboration with all staff assigned to the nursing unit and ancillary departments they ensure effective communications and cooperation. Under the leadership of the Department Director, the Assistant Department Director supports the quality improvement, patient safety & patient satisfaction process. Assists the Department Director to ensure all processes are executed to comply with regulatory standards. Actively supports the Core Values, Mission & Vision of BMH.

Minimum Requirements

EDUCATION

Ability to obtain a South Carolina License. BSN or enrolled in a BSN program.

EXPERIENCE

Minimum 2 years as RN. Charge Nurse experience required.

CERTIFICATIONS/LICENSES

Holds current South Carolina license. BLS Certification required. BLS Instructor & ACLS desirable

Apply online at www.indeed.com

Position: Assistant Bookkeeper

Company: Bi-LO LLC

Location: Bluffton, SC

Job Overview

The bookkeeper, assistant, will increase customer confidence and loyalty by providing accurate, fast and friendly customer service desk and media services in accordance with company guidelines, policies and procedures. Under general supervision this position performs all office

administrative duties in the absence of the Head Bookkeeper. Other responsibilities support the manager on duty with delivering service on the Front-End.

Primary Responsibilities

- Provide continuous attention to customer needs; educate customers on self- checkouts; greet, assist, and thank customers in a prompt, courteous and friendly manner.
- Address customer issues/complaints and resolve to full satisfaction of customer immediately, within company guidelines while maintaining composure and professionalism; appropriately escalate issues to management with a positive attitude.
- Report to work on a regular and timely basis as scheduled. Work schedule requirements include nights, weekends, and holidays.
- Correctly prepare all daily and weekly sales and cash reports. Balance at the end of each shift lottery transactions, western union and money orders.
- Responsible for cash handling and security in the office area.
- Issue, collect, and verify cash tills from Cashiers at beginning and end of shift.
- Collect pickup from cashiers, and issue loans to Cashiers.
- Prepare bank deposits and record all data for cash, checks, food stamps and WIC instruments.
- Perform your job duties in a conscientious and safe manner.
- Perform all service center functions.
- Keep work area clean, orderly, and free from safety hazards; report faulty equipment and hazards to management.
- Perform cashier associate duties, as necessary.
- Assist in placing product on the shelves, as necessary.
- Notify management of abnormal customer or vendor behavior, associate theft, customer shoplifting, unauthorized mark-downs, property defacement, or any action that is illegal and/or against company policy or a possible security threat.
- Perform other job-related duties as assigned.

Critical Competencies and Skills

- People

- Merchant and Brand
- Business and Results
- Builds Trusting & Loyal Relationships
- Contributes to Team Success
- Communicates with Impact & Candor
- Respects Individual Differences
- Earns Customer Loyalty
- Adapts to Change
- Manages Work
- Upholds Safety & Standards
- Clarifies & Achieves Results
- Gains & Applies Knowledge or Skill
- Displays Business & Functional Knowledge

Minimum Qualifications

- Must be at least 17 years old.
- 6 Months of BI-LO holdings Front-End experience.
- Must complete service training within sixty (60) days of position start date.
- Compliance with all company policies and procedures.
- Ability to read, write and speak English proficiently.
- Ability to understand and follow English instructions.
- Authorization to work in the United States or the ability to obtain the same.
- Successful completion of pre-employment drug testing and background check.

Preferred Qualifications

- Demonstrate strong customer service communication skills, effectively addressing and resolving customer concerns with positive business impact.
- Possess a proficient working knowledge of office, front end systems and equipment.
- Possess proficient computer skills.

- Possess demonstrated skills in the ability to perform and deliver customer service expectations.
- Demonstrate good organizational skills.
- High standard of integrity and reliability.

Apply online at www.indeed.com

Position: Maintenance Technician

Company: HHHunt

Location: Ridgeland, SC

We are seeking an experienced and dedicated Maintenance Technician to join the maintenance operations of our apartment homes. The ideal candidate will be customer service oriented, energetic, hardworking, enthusiastic and a team player.

Requirements Work Experience/Education :

Property maintenance experience is helpful, preferably in multi-family environment. Must have strong interpersonal skills, ability to communicate written and orally effectively, and ability to support team building.

Proven knowledge and success in the area of electrical, plumbing, HVAC, appliance repair, carpentry and OSHA standards is requested. Trade certifications/licenses preferred, but not limited to HVAC/CFC, and CAMT. Journeyman plumbing and electrical desired.

Valid driver's license is required. Background investigation to include criminal and driving records, will be checked prior to employment and yearly.

High school diploma or equivalent is required. College courses or technical school/training is preferred.

HHHunt offers competitive compensation and benefits package, great growth potential and an excellent work environment. Qualified candidates please apply online. Positions may not be available at this time. If you apply, your application may be considered for any future openings for which you may be qualified.

Please do not call to inquire about the status of your application. If you are selected for an interview, we will contact you.

HHHunt is an Equal Opportunity Employer.

Apply online at www.indeed.com

Position: Massage Therapist

Company: Massage Envy

Location: Bluffton, SC

Professional Massage Therapist needed for busy membership clinic. Principle duties include:

- Perform consecutive 50-minute quality massage therapy sessions.
- Create excellent experience for members/guests through outstanding service.
- Generate new clientele through promoting member referral and guest pass programs.
- Help maintain professionalism and cleanliness of therapy rooms and common areas.
- Full time and Part time positions available!

Position requirements:

- Must be customer service oriented and able to communicate effectively with clients, clinic management and sales staff.
- Understands and believes in the healing benefits of massage therapy and bodywork.

Benefits:

- Clinic culture that values mutual respect, friendly atmosphere, positive environment
- Steady flow new clients
- Repeat clients that believe the health benefits of massage
- All supplies provided
- Outstanding annual earnings for full time therapists
- CEU allowance, discounted CEU classes
- Enrollment in iSelectMD Telemedicine service
- Bonus program, commissions, sales spiffs, etc.
- Uniforms provided
- Therapist determined limits on maximum session length, max in a row, and max per day.
- 401K / Profit sharing program

Apply online at www.indeed.com

Position: Medical Biller & Coder

Location: Hilton Head Island, SC

Busy Medical Practice located in Hilton Head, SC has an immediate opening for a medical biller/collector who is proficient at claims processing and dealing with various insurance carriers.

Hours: 8am - 5pm 40 hours a week

Temp - Hire

\$10.00 - \$11.00 per hour

Working hours: 8:00am-5:00pm

- Review patient charges for accuracy and completeness
- Obtain and enter any missing information
- Identify and bill other insurance carriers
- Apply insurance guidelines
- Responsible for processing and posting patient payments/refunds
- Posts all paper/electronic insurance payments
- Researches and processes all refunds
- Analyzes outstanding balance on aging reports
- Answers billing office phone calls

If you feel that you are qualified candidate for this position, please call Mrs. Ryan Monroe at (912) 748 -8637 or email at ryan.monroe@randstadusa.com. Interviews are by appointment only.

Position: Guest Services Agent

Company: The Beach House

Location: Hilton Head, SC

Interacts with Guests ensuring they have a memorable experience by becoming familiar with each arrival for the day, reviewing special requests, and knowing the room inventory strategy for the day and relevant future days. Uses excellent judgment to proactively engage arriving guests and uses all available tools to put arriving guests at ease. Maintains rate integrity, grows RevPAR, upsells and cross-sells when appropriate. Checks Guests out, ensuring the guest's bill is 100% accurate, and collects payment; makes and confirms room reservations. Must be computer literate, possess excellent customer service and telephone etiquette skills, six months experience in equivalent position required and IHG experience preferred. Must be able to work

flexible hours including nights, weekends, and holidays; standing or walking for long periods of time may be required.

Apply online at www.indeed.com

Position: Transporter

Company: Beaufort Memorial Hospital

Location: Beaufort, SC

The Transporter provides safe and efficient means of movement for patients throughout and between departments of the hospital. The Transporter acts as a member of a team who's focus is to strengthen, personalize and enhance the relationship between the patient, families and hospital care givers. In addition to the primary responsibility for patient transportation, the transporter has equipment inventory management responsibility. As a member of a critical team, the Transporter provides information and direction for management of all services related to patient transportation and equipment management with focus on customer service, safety and infection control, privacy, prevention, timeliness, ethics, and effective team relationships. The Transporter is expected to be efficient, proficient in patient movement and related equipment management, to be timely, energetic, professional, independent and self motivated, and team oriented. The Transporter may in turn be a caregiver, facilitator, teacher, coach and student. The Transporter participates in Quality Improvement initiatives and is cost mindful. The Transporter takes personal responsibility for communicating all pertinent patient care information and general environmental information to the receiving department staff and to administrative staff including Clinical Leaders, Team Leader and Department Head as indicated. The Transporter is trained to identify emergency situations and uses sound judgment in instituting established policies and procedures.

Minimum Requirements

EDUCATION

High School graduate or GED preferred. Must be 18 years of age

EXPERIENCE

Patient care experience preferred but not required

C.N.A. or EMT experience a plus

One year of experience working in a medical or hospital environment preferred but not required.

Basic Computer knowledge required

CERTIFICATIONS/LICENSES

CPR certification required

Valid Driver's License as indicated

Apply online at www.indeed.com

Position: Administrative Assistant

Company: Omni Hotels & Resorts

Location: Hilton Head Island, SC

To support the Sales and Catering Department in all activities and to achieve the mandate for the department. To support the Director of Sales and Sales Managers with day to day operations and to ensure communication in their absence.

Responsibilities:

- Schedule & prioritize work load to meet deadlines of all managers
- Type and distribute all correspondence, including proposals, booking notices, letters, contracts, etc. for assigned managers, ensuring that all correspondence is 100% accurate
- Utilize Delphi correctly, to ensure managers are able to accurately track, book and follow-up on all accounts/bookings
- Assist Sales Team with all Site preparation and support with sales kits / brochures etc
- Assist managers with sales calls and participate in sites, FAMs, trade shows and other related market events as required
- Assist Sales with collecting & routing favours (e.g. rooms/loyals/VIPs/upgrades) for individual reservations through the Group Reservations Coordinator. Confirmed Group requests go through Group Reservations Coordinator/Conference Services Manager
- Maintain account/booking files and ensures that all information is included in file, i.e. accurate traces, turnover-checklist, history, letters, emails, deposits, letters, etc
- Ensures that all managers receive messages in a timely manner. (Messages to include name and phone number of caller, date and time call received)
- Coordinated general office functions
- Liaise with other hotel departments to help ensure Sales clients' needs are met/exceeded
- Performs other duties as assigned by management

Job Requirements

- College diploma in Hospitality program preferred
- Previous experience in a hotel or a related field preferred
- An intermediate level of competence in all Microsoft Office components required
- Guest oriented with a sincere, helpful, caring and friendly personality
- Able to work well with others
- Able to take initiative
- Pays precise attention to detail, order and cleanliness
- Has exceptional energy, flexibility and professionalism
- Enjoys offering exceptional service and meeting the needs of others
- Has effective communication skills (verbal, listening & writing)
- Has exceptional phone manner
- Working knowledge of Opera/DELPHI or related reservations software system a plus
- Technically proficient with Microsoft Office, Windows & Outlook
- Able to adapt in a fast paced, constantly changing environment within a dynamic work schedule
- Able to evaluate and select among alternative courses of action quickly and accurately, identifying and solving problems as necessary
- Able to assimilate complex information and data from disparate sources adjust, or modify to meet the constraints of the particular need
- Proven ability to organize special events effectively with accurate sense of detail
- Has strong interpersonal and organizational skills
- Strong time management, goal oriented and ability to multitask to meet deadlines

Apply online at www.indeed.com

Position: Office Assistant

Company: McNair Law Firm

Location: Hilton Head , SC

McNair Law Firm (www.mcnair.net) seeks Office Assistant in Hilton Head office. Exceptional benefit package.

Fax resumes to 843-686-5991.

Position: Special Education Assistant

Company: Beaufort County School District

Location: Lady's Island, SC

Under direct supervision of the assigned teacher, assists in providing for the physical and instructional needs of students with disabilities. Assists in the implementation of classroom programs, including self-help, behavior management, and instruction.

ESSENTIAL FUNCTIONS:

- Assists teacher(s) in preparation of student work, workstations, and classroom displays.
- Assists in maintaining a classroom environment favorable to learning and relevant to the physical, social, and emotional development of students.
- Assumes responsibility for learning, adapting, and working through teacher direction regarding each student's special medical, physical, communicative and emotional needs.
- Assists teacher(s) and/or other school personnel in implementing the student's IEP goals and objectives, modifications and adaptations of curriculum.
- Establishes as fully as possible a supportive relationship with the student(s) without intense emotional involvement; encourages student performance and interacts with each appropriately.
- Assists with the supervision of students during student free time, including lunch, playground activities, and bus duty.
- Assists with managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed.
- Assists students according to their individualized needs, including transferring to/from wheelchairs, lifting, positioning, personal hygiene, feeding, and providing escort and/or other ancillary support as necessary.

- Assists the teacher in developing, implementing and monitoring strategies for reinforcing behavior or academic skills based on a sympathetic understanding of individual students' needs, interests, and abilities.
- Adjusts on-the-spot instruction without immediate teacher directions when necessary and provides daily feedback to teacher(s) on student progress; alerts teacher to special needs of individual students.
- Provides orientation and assistance to substitute teachers assigned in the absence of the regular teacher.
- Assists teacher(s) in preparing and maintaining required reports, records and/or other documentation.
- Assists in inventory, care and maintenance of equipment.
- Participates in staff development training programs, faculty meetings, and special events as directed or assigned.
- Maintains high level of ethical behavior and strict confidentiality of student information; upholds and enforces school rules, administrative regulations, and adheres to local, state and federal laws, policies, and guidelines as directed.

ADDITIONAL DUTIES: Performs other related tasks as assigned by the Principal, Superintendent or other district office administrator as designated by the Superintendent.

QUALIFICATIONS: Instructional Assistants must meet No Child Left Behind and District compliance for Paraprofessional Highly Qualified status:

- Associate's degree (A.A.) or equivalent from a two-year college or technical school; OR
- 60 college credit hours from an accredited college or university; OR
- Satisfactory score on Educational Testing Service ParaPro Assessment.

EXPERIENCE : To perform this job successfully, an individual should have knowledge of basic computer operations and functions, use of the Internet and Microsoft Office applications, and skill in the use of general office equipment such as calculators, typewriters, copier, etc. Other equipment includes wheelchair lifts, ramps, Hoyer lift, Gait trainer, and/or other assistive equipment or technology.

Other Skills and Abilities:

- Knowledge and understanding of children with disabilities
- Ability to maintain emotional control under stress
- Willingness to follow directions
- Ability to assess and resolve unforeseen situations in accordance with district policy or guidelines
- Ability to accept individual differences among children.
- Self-starter, self-directed, able to work effectively both independently and in a team setting.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.

WORK PLACE EXPECTATIONS:

1. Work effectively with and respond to diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgement in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.
3. Have regular and punctual attendance.

4. Follow all District policies, work procedures, and reasonable requests by the proper authorities.

Apply online at www.indeed.com
