

## HUMAN RESOURCE MEMO

To: All Employees  
From: Margaret Lamar  
Date: April 17, 2020  
Re: Job Posting

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### **Crisis/Teacher Assistant (Full Time 10 Month Position)**

Cedar Ridge School is in need of a Crisis/Teacher Assistant that will assist the classroom teacher and treatment team in delivering individualized education services to students based on their IEP's and established curriculum. In addition the Assistant will assist in producing and maintaining student records of educational progress, treatment issues, and other related records; and will implement the School's Behavior Management System, and to assist with crisis intervention as needed.

#### JOB QUALIFICATIONS:

- 1) 21 years of age or older.
- 2) High School Diploma plus appropriate level of post high school education required by MSDE, OR passing score on ParaPro test.
- 3) Demonstrate abilities conducive to maintaining a controlled therapeutic classroom environment.
- 4) Have broad academic base in appropriate grade level curriculum areas.
- 5) Must be able to function in a team environment to successfully complete objectives.
- 6) Must be able to maintain a high degree of loyalty, determination and confidentiality.
- 7) Must accept and affirm a Judeo-Christian world view in both personal and professional life. This affirmation includes agreement with the Cedar Ridge statement of faith, the personal practice of spiritual disciplines, and behaviors consistent with traditional moral values.
- 8) Must pass a detailed background investigation that includes:
  - a) Passing a health screening which may include drug testing.
  - b) Verification of Business and Personal References.
  - c) Verification of Driver license with a good driving record.
  - d) Police/FBI/Child Protective Services background investigations.

If you are interested in this position, in-house applications are available in the mail room in the Administration building. If you need further details, please see Margaret or Twila in the Human Resource Department. Application deadline is Friday, May 15, 2020 at 4:30 PM.

DEPARTMENT HEADS: Please post this in a central area in your department in order for staff to have access.