

POSITION POSTING

POSITION TITLE: CHILD CARE ASSISTANT (On-Call/ Intermittent) 3-3.5 hours multiple positions – Territorial Elementary School

POSITION DESCRIPTION

The person(s) in this position will work under the direction and supervision of the building administrator and daycare director. The hours will be from 2:30 pm to 6:00 pm on days when school is in session and enrollment supports staffing.

QUALIFICATIONS REQUIRED

1. Must be willing to be fingerprinted for a criminal history records check;
2. Experience with children;
3. Ability to work positively and cooperatively with students and adults;
4. Written and oral communication skills;
5. Ability to work independently;
6. Ability to understand, maintain, and ethically work with confidential information;
7. Ability and willingness to learn and support school and District rules and policies;
8. Possession of, or ability to obtain, a current first aid card.

APPLICATION PROCEDURE

- Complete and sign the District application form;
- A completed application file will include:
 - ✓ Cover letter;
 - ✓ Completed District application form;
 - ✓ Two (2) letters of recommendation (if possible, one from most recent supervisor);
 - ✓ Any other supportive materials you wish to include.
- Send application materials to: Junction City School District
Attention: Stephanie White, Personnel Department
325 Maple Street, Junction City, OR 97448

SELECTION GUIDELINES

- ❖ Posting Date..... May 16, 2017
- ❖ Closing Date..... Open Until Filled
- ❖ Start Date..... September 2017

COMPENSATION

- ❖ Salary Range..... \$11.09 to \$13.06 per hour
- ❖ This position does not include benefits