

POSITION POSTING

POSITION TITLE: INSTRUCTIONAL ASSISTANT (2.75 hours) /FOOD SERVICE (.5 hours) /CUSTODIAL SUPORT (.25 hours) – 3.5 hours per day Territorial Elementary

POSITION DESCRIPTION – The person in this position is supervised by the building administrator and will work primarily in classroom settings, in groups, and with individuals, providing academic and behavioral support to students. Responsibilities and tasks will include working with students to provide support in core academic areas. Other duties may include preparing materials, providing general supervision, and other duties as assigned. Additionally, 15 minutes will be spent setting up the cafeteria for lunch service and 30 minutes operating the Food Service Computer daily.

QUALIFICATIONS REQUIRED

1. Must be willing to be fingerprinted for a criminal history records check;
2. Have an AA degree, two years of college, or pass a competency exam;
3. Ability to work positively and cooperatively with classroom teachers, parents, and school administrators;
4. Written and oral communication skills;
5. Ability to understand, maintain, and ethically work with confidential information;
6. Ability and willingness to learn and support school and District rules and policies;
7. Ability to work closely and effectively with teachers to plan for and address students' learning needs;
8. Ability to maintain positive discipline and a positive learning atmosphere;
9. Ability to supervise students in unstructured areas (recess, cafeteria, etc.);
10. Ability to work with elementary age students;
11. Possession of, or ability to obtain, a current first aid card.

QUALIFICATIONS DESIRED

1. Previous experience in small group instructional techniques;
2. Experience with Positive Behavioral Interventions & Supports (PBIS) Systems;
3. Proficiency with technology.

APPLICATION PROCEDURE

- Complete and sign the District application form;
- A completed application file will include:
 - ✓ Letter of Application (Cover Letter);
 - ✓ Completed and signed District application (<http://www.junctioncity.k12.or.us/employment.html>);
 - ✓ Two (2) letters of recommendation (one from most recent supervisor, if possible);
 - ✓ Any other supportive materials you wish to include.
- Send application materials to:
Junction City School District
Attention: Stephanie White, Personnel
325 Maple Street, Junction City, OR 97448

SELECTION GUIDELINES

- ❖ Posting Date August 30, 2017
- ❖ Closing Date..... Open Until Filled
- ❖ Start Date 2017-18 School Year

COMPENSATION

- ❖ Salary Range \$11.56 to \$13.91/hour
- ❖ Benefits Include Does Not Include Benefits

JUNCTION CITY SCHOOL DISTRICT 69
Equal Opportunity Employer