

VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue
Vernonia, OR 97064

POSITION OPENING FULL TIME INSTRUCTIONAL ASSISTANT

Date: February 27, 2023
Closing Date: March 8, 2023

MINIMUM QUALIFICATIONS:

Preferred experience with students with special needs. Successful applicant must hold an Associate's Degree or higher or the ability to pass the WorkKeys assessment within 90 days of hire.

POSITION STATUS:

This is a full time position to begin as soon as possible and for the remainder of the 2022-23 School Year. Rate of pay is per the Vernonia School District OSEA Classified Employees Bargaining Agreement.

JOB RESPONSIBILITIES:

- Assist in the instruction of life skills students, including assisting with functional living and personal hygiene needs.
- Help correct assignments and record individual student progress on appropriate forms.
- Help maintain a proper classroom atmosphere by assisting in established discipline and behavior programs.
- Monitor and assist students in regular classroom work when appropriate.
- Help with duplication and preparation of instructional materials.
- Communicate effectively with students, staff, and parents.
- Assists the teacher in maintenance of accurate attendance records and student study.
- Other duties as assigned.

APPLICATION PROCEDURE:

Applicants will submit the following:

- ✓ Completed Application
- ✓ Letter of Interest
- ✓ Current Resume
- ✓ Letters of Recommendation (3)

Application materials to be submitted to:

Vernonia School District 47J
Barb Carr bcarr@vernoniak12.org
1201 Texas Avenue
Vernonia, OR 97064
Phone (503) 429-5891 Fax (503) 429-7742

Equal Employment Opportunity and treatment is practiced by Vernonia School district regardless of race, color, national origin, religion, gender, age, marital status or disability. These rights are protected by state and federal law and covered by local district policies and practices.