

VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue
Vernonia, OR 97064

POSITION OPENING

PART TIME TEMPORARY INSTRUCTIONAL ASSISTANT

Date: November 1, 2021

Closing Date: November 12, 2021

MINIMUM QUALIFICATIONS:

Preferred experience working with elementary students.

POSITION STATUS:

This is a temporary part time position for the remainder of the 2021-22 school year at Vernonia Elementary School. Rate of pay is per the Vernonia School District Classified Bargaining Agreement.

JOB RESPONSIBILITIES:

- Provide supervision of students inside building or other school areas and school related activities as directed by the principal. (i.e., hall duty, assemblies, lunchroom and playground areas, or with school buses as required).
- Supervise students at lunchtime and/or playtime and maintain a safe and positive environment by following the 3 school rules (I am Safe, I am Respectful, I am Responsible), encouraging peaceful resolution of conflicts using Kelso's Choices.
- Directs movement of students to and from playground, bathroom and classrooms in a safe and organized manner.
- Reports disciplinary and other concerns to the building administrator and/or teacher.
- Circulate throughout the playground areas to provide assistance, supervision and interaction with students.
- Maintains safe environment for students at all times.
- Communicates effectively with students and staff.
- Follows all other school procedures and protocols as direct by supervisor or principal.

APPLICATION PROCEDURE:

Current District Employees submit the following:

- ✓ Letter of Interest

All other 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

Attn: 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.