

# **VERNONIA SCHOOL DISTRICT 47J**

1201 Texas Avenue  
Vernonia, OR 97064

## **POSITION OPENING FULL TIME INSTRUCTIONAL ASSISTANT**

Date: January 6, 2025

Closing Date: January 13, 2025

### **MINIMUM QUALIFICATIONS:**

Experience supporting individuals with special needs preferred. Successful applicant must hold an Associate's Degree or higher or be able to pass the WorkKeys assessment within 90 days of hire.

### **POSITION STATUS:**

This is a full time positions (7.0 hours daily) to begin as soon as hired. Rate of pay is per the Vernonia School District OSEA Classified Employees Bargaining Agreement.

### **JOB RESPONSIBILITIES:**

- Work with students individually and /or in small groups on specific learning tasks and objectives
- Interact with special needs students in a warm and understanding manner
- Know and follow health, safety and emergency procedures of the district
- Work as a positive team member
- Work cooperatively and communicate successfully with staff, students, and parents
- Demonstrate a commitment to the education of all students
- Observe strict confidentiality regarding student and personnel information
- Adapt to a variety of working situations and learn new skills
- Promote and practice professional growth and development
- Demonstrate professionalism through conduct, punctuality and minimal absences
- Assist in the instruction of life skills students, including assisting with functional living and personal hygiene or self-care needs.
- Help maintain a proper classroom atmosphere by assisting in established discipline and behavior programs.
- Help correct assignments and record individual student progress on appropriate forms.
- Monitor and assist students in regular classroom work when appropriate.
- Help with duplication and preparation of instructional materials.
- Assists the teacher in maintenance of accurate attendance records and student study.
- Assist teacher in preparing daily activities in accordance with the curriculum
- Provide instruction based on teacher lesson plans and activities
- Ensure a clean and safe classroom at all times
- Supervise students in a variety of settings before, during, or after school
- Familiarity of positive behavior supports and practices preferred
- Prior knowledge or experience supporting individuals with physical, learning, or emotional disabilities preferred.
- Other duties as assigned

**APPLICATION PROCEDURE:**

Applicants will submit the following:

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

Application materials 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.**