

VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue  
Vernonia, OR 97064

POSITION OPENING

**PART TIME INSTRUCTIONAL ASSISTANT**

Date: May 23, 2025

Closing Date: June 4, 2025

**MINIMUM QUALIFICATIONS:**

- Associates Degree or Highly Qualified status under No Child Left Behind guidelines
- Preferred experience with elementary school students
- Able to work a flexible daily schedule
- Communication and time management skills

**POSTION STATUS:**

This is a part-time position (3.5 hours per day) supporting the Vernonia Family Academy to begin with the 2025-26 school year. Rate of pay based on the Vernonia School District Classified Collective Bargaining Agreement salary schedule.

**JOB RESPONSIBILITIES:**

Instructional Support:

- Assist teachers in delivering in-person small-group or online instruction through platforms such as Google Classroom, Acellus, Edgenuity, Khan Academy, or Zoom.
- Monitor student progress and engagement during in-person and virtual lessons.
- Provide individual or small group academic support in-person or online under the direction of the teacher.
- Help implement accommodations and modifications as specified in student IEPs or 504 plans.
- Other duties as assigned

Student Engagement and Supervision:

- Support student and family participation and attendance in virtual sessions and VFA community-based activities.
- Communicate with students and families to encourage regular engagement and resolve issues.
- Foster a positive and inclusive in-person and online learning environment.

Technical Assistance:

- Assist students with basic troubleshooting of devices and learning platforms.
- Report technical issues to the VFA Lead Teacher or secretarial staff.

Administrative and Recordkeeping:

- Help maintain accurate records of student attendance, assignments, and participation.
- Support the preparation and distribution of online learning materials.
- Assist with grading, data entry, and documentation as directed by the teacher.

Communication:

- Respond to student and parent inquiries via email, messaging platforms, or video conferencing tools.
- Collaborate with lead teachers and the secretary to ensure students' academic and emotional needs are met.

**APPLICATION PROCEDURE:**

Current VSD Employees submit the following:

- Letter of interest

Non VSD Employees submit the following:

- Completed application
- Letter of Interest
- Resume
- Letters of Recommendation

Application materials to be submitted to Barb Carr – [bcarr@vernonia.k12.or.us](mailto:bcarr@vernonia.k12.or.us) or mailed to:

**Vernonia School District 47J**  
1201 Texas Avenue  
Vernonia, OR 97064  
(503) 429-5891 FAX (503) 429-7742

Vernonia School District 47J is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, or age. The district will not discriminate against individuals who, with reasonable accommodation, can perform the essential functions of the job.