

VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue
Vernonia, OR 97064

POSITION OPENING INSTRUCTIONAL ASSISTANT

Date: October 12, 2021
Closing Date: October 26, 2021

MINIMUM QUALIFICATIONS:

Preferred working experience with students including those with special needs.

POSITION STATUS:

This is a full time position for the remainder of the 2021-22 school year in various placements within Vernonia Schools. Position start date as soon as position is filled. Rate of pay is per the Vernonia School District Classified Bargaining Agreement.

JOB RESPONSIBILITIES:

- May assist in the instruction of general education students, special education students, or 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.

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
Attn: Barb Carr (bcarr@vernoniak12.or)
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.