

CENTRAL LINN SCHOOL DISTRICT

NOTICE OF VACANCY BILINGUAL SECRETARY & COMMUNICATION SPECIALIST

November 2022

Central Linn is accepting applications for a district-wide Bilingual Secretary and Communication Specialist, to perform a wide variety of clerical work, classroom assistance, working with Spanish speaking students in the classroom and to be the communication gateway between the district and their families. Qualifications for this type of position may include some or all of the following qualifications:

Criminal history clearance.

Bilingual - Proficient in Native Spanish and English

Translation of documents from English to Spanish, and Spanish to English.

Answer telephone calls, take messages and communicate with Spanish speaking community members.

Ability to understand and carry out oral and written directions.

Ability to plan and carry through on instructional activities under supervision of the teacher.

Willingness to learn specific techniques for teaching.

Ability to work positively with students, colleagues, and volunteers in carrying out the school and district objectives.

Ability to maintain confidentiality in all phases of work including records, meetings and parent and student's rights is mandatory.

Ability to apply good judgment and initiative.

Willing to learn and apply effective and appropriate student behavior management techniques.

Possesses current first-aid and COVID vaccination card or COVID Exemption on file.

Ability to bend, twist, kneel and stoop.

Ability to lift and carry 40 pounds.

Schedule and Salary: Up to eight hours a day, five days a week, on a ten month work calendar. Hourly wage will be \$14.34 to \$17.91, depending upon experience.

Brief Description of Possible Duties: Assignment may include: clerical, playground or classroom activities and supervision of students; assisting with physical care of students which may include lifting, positioning, feeding and toiletry care; teaching in small group settings and other duties as assigned.

Application Process

All applicants must send a letter of application, resume, and completed classified application form to: Superintendent Candace Pelt, PO Box 200, Halsey, Oregon 97348. Application forms may be obtained at this address, the District's website or by calling 541-657-8192. Open until filled.

If you have a disability and need this publication in an alternate format, please contact Dena Crowell at 541-657-8192. Central Linn School District is an equal opportunity educator and employer. Oregon Fingerprinting law is present district policy. Speech/hearing impaired applicants may contact the District for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-9200.

Website: <http://www.centrallinn.k12.or.us>