

NOTICE OF VACANCY EDUCATION ASSISTANT

August 2018

Central Linn is accepting applications for educational assistants (part-time to full-time) for the coming school year. Qualifications for this type of position may include some or all of the following qualifications:

- High school diploma or equivalent; AA degree preferred.
- Criminal history clearance.
- Speaks both Spanish and English fluently.
- Has knowledge of modern office methods, practices, and procedures.
- Demonstrated ability to use computer software and other applications.
- 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 work cooperatively and harmoniously as a team member.
- Experience with an understanding of handicapped persons is desirable.
- Ability to maintain confidentiality in all phases of work including records, meetings and parent and student's rights is mandatory.
- Ability to pass District's Qualifying Assessments.
- Ability to apply good judgment.
- Willing to learn and apply effective and appropriate student behavior management techniques.
- Possesses current first-aid card.

Schedule: Up to 32 hours a week

Brief Description of Possible Duties: A typical education assistant assignment may include: routine clerical, playground or classroom activities and supervision of students; working one on one with special needs students; 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 Brian Gardner, PO Box 200, Halsey, Oregon 97348. Application forms may be obtained at this address, the District's website or by calling 541-369-2813. Open until filled.

If you have a disability and need this publication in an alternate format, please contact Dena Crowell at 541-369-2813 ext. 3222. 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>