



# CENTRAL LINN SCHOOL DISTRICT NOTICE OF VACANCY

## SUBSTITUTE EDUCATIONAL ASSISTANT

December 2016

This position to be on call as needed and may include some or all of the following qualifications:

- High school diploma or equivalent
- Criminal history clearance.
- Willingness to learn specific techniques for teaching.
- Ability to plan instructional activities under supervision of the teacher.
- Ability to carry through on instructional activities with minimum assistance from teacher.
- Sensitivity regarding students with special needs.
- Ability to work cooperatively and harmoniously as a team member.
- Ability to perform routine clerical work.
- Confidentiality

Brief Description of Possible Duties: An educational assistant, under supervision, may work one-on-one or with small groups of students and/or students with special needs. Provide supervision of students. Use initiative in responding to students' academic, emotional and physical needs. Include clerical duties as in office aide or other duties as assigned.

### Application Process

All applicants should submit a resume and classified application to: Superintendent Brian Gardner, PO Box 200, Halsey, Oregon 97348. Application forms may be obtained at 32433 Hwy. 228, Halsey, the District's website or by calling 541-369-2813 ext 3222.

The District's policy is to provide veterans and disabled veterans with preference as required by law. Applicants will be required to provide certification of eligibility for preference.

If you have a disability and need this publication in an alternate format, please contact Susan Beaudin 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.

Web Site: <http://www.centrallinn.k12.or.us>