



Brian K. Gardner  
Superintendent

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Executive Assistant

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Business Manager

## NOTICE OF SUBSTITUTE VACANCIES

### **Bus Driver Education Assistant Facilities Technician**

These positions to be **on call** as needed and may include some or all the following qualifications:

#### Bus Driver Qualifications

- Classes or experience equivalent to completion of the twelfth grade and the ability to read, write and understand the English language.
- Possession of a valid Oregon School Bus Drivers License or permit. Hold current first-aid card.
- Criminal history clearance.
- Preferably some experience in driving heavy motor vehicles.
- Knowledge of: laws, rules, and regulations governing the operation of a school bus; traffic signs and devices; safe motor vehicle driving techniques; State and District rules regarding traffic safety, student discipline and passenger loading.
- Ability to: operate a motor vehicle in a safe and lawful manner; maintain student management/control while underway.
- Able to make clear, brief, factual written and oral reports.
- Have a good driving record and pass a physical exam as required by Oregon State Department of Education for the issue of a School Bus Driver's License.
- Pass a drug test.
- Exhibit positive and cooperative attitude.

#### Education Assistant

- 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.

#### Facility Technician Qualifications

- High school diploma or equivalent
- Criminal history clearance
- Two years of paid experience in custodial work
- Knowledge of modern cleaning methods, minor building maintenance, and the use and care of cleaning equipment and materials
- Knowledge of operating boiler heat
- Knowledge of the requirements for maintaining school buildings in a safe, clean, and orderly condition
- Ability to layout work and estimate time, tools and materials required
- Ability to perform physical labor
- Ability to follow oral and written instructions

- Knowledge of basic computer skills
- Ability to maintain simple records
- Demonstrates good judgment
- Excellent work record
- Possess or will obtain a current first-aid card
- Ability to maintain cooperative relationships with those adults and students contacted during work.

### **Application Process**

All applicants must send a letter of application, resume, and completed 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 ext 3222. 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>