

PORT ORFORD-LANGLOIS SCHOOL DISTRICT 2CJ

45525 Highway 101, Sixes, OR 97476

P.O. Box 8, Port Orford, OR 97465

Phone: (541) 348-2455

**JOB VACANCY – Two (2) Positions**

**Instructional Assistant**

**These positions are for the 2023-2024 school year only**

**\*\*\*TEMPORARY\*\*\***

**These positions are available immediately and will run through the end of the 2023-2024 school year (June 7, 2024)**

**Instructional Assistant, 35.75 hours per week at Driftwood School.**

**Qualifications and/or Requirements:**

- Complete 2 years of study at an institution of higher learning **OR**
- Obtained an Associate's or higher degree **OR**
- Met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing and mathematics or the instruction in readiness for these subjects.
- Have standards of moral character as required by teachers.
- Demonstrated skills in and aptitude for work to be performed.
- District is willing to train.

**Reports to:** Teacher, Vice Principal, and/or Principal

**Supervises:** None

**Job Goal:** To assist the teacher in implementing a curriculum for students which will facilitate skill acquisition as deemed appropriate.

**Performance Responsibilities Include: (see position description for full list of duties)**

Implements individualized programs as directed by teacher. Monitors students in classroom while teacher is instructing. Helps implement behavior programs. Plans group activities under the direction of the teacher. Keeps teaching materials and other equipment in order. Assists with the supervision of students during lunch and recess duties, assemblies and on field trips. Assumes responsibility for the classroom for short periods of time when the teacher is not present. Sets standards for competent and ethical performance as outlined in OAR 584-20-005 through 584-20-035. Promotes positive attitudes within the total staff and community.

Salary: \$14.93/hour (pending ratification of union contract), with benefits package

Start Date: Immediately

If you are interested, please fill out a classified application, available on-line at <http://www.2cj.com/employment.html>; or at the district office, 45525 Highway 101 (Next to the Bus Barn at Pacific High School). Contact [541-348-2455](tel:541-348-2455), or [stephanie.smith@2cj.k12.or.us](mailto:stephanie.smith@2cj.k12.or.us) for more information. Open until filled.