

# Port Orford-Langlois School District 2CJ

**Position:** Instructional Aide for 6<sup>th</sup> Grade Classroom  
**Effective:** Immediately  
**Building:** Driftwood Elementary  
**Hours:** 3.25 hours, M-F  
(M – Th, 11:15 am – 2:30 pm; Fri, 9:00 am – 12:15 pm)  
**Salary Range:** \$14.01 - \$15.28 hourly  
**Final Filing Date:** January 23, 2023

**This position starts January 2023, for the rest of the 2022-2023 School Year  
\*\*\*TEMPORARY\*\*\***

## **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 demonstration 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.

**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.
- Meets standards for competent and ethical performance as outlined in OAR 584-20-005 through 584-20-035.
- Promotes positive attitudes within the total staff.
- Is courteous, friendly and shows warmth and respect to parents, visitors and school employees.
- Promotes a positive attitude toward the school in the community.

Please complete a classified application located on our website [www.2cj.com](http://www.2cj.com) and return to Stephanie Smith (541-348-2455) via email: ([stephanie.smith@2cj.k12.or.us](mailto:stephanie.smith@2cj.k12.or.us)) or  
Mail: P.O. Box 8, Port Orford, OR 97465; or  
In Person: District Office located at 45525 Highway 101, Sixes, OR 97476