

Port Orford-Langlois School District 2CJ

NEW JOB VACANCY - Office/Library Aid/Instructional Aid

Position: Office/Library Aide/Instructional Aide
Effective: August, 2022
Building: Driftwood
Hours: 7.5 M – Th; 5.75 F
Salary Range: \$14.01 – \$15.28/hourly (with benefits)
Final Filing Date: Open Until Filled

Qualifications:

- Complete 2 years of study at an institution of higher learning **OR**
- Obtained an Associate's or higher degree **OR**
- Meet a rigorous standard of quality and 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.
- Hold a valid first aid card.

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

Supervises: None

Job Goal: To assist the school with a variety of library and clerical duties, student supervision and classroom assistance.

Performance Responsibilities:

- Works with local library to implement library organization and educational media center procedures.
- Accept responsibility in the performance of assigned support services.
- Works with local library to help staff implement instructional programs using library materials.
- Ability to communicate clearly and effectively with students, staff and the public, both oral and written, in accordance with educational standards.
- Implements individualized programs as directed by teacher.
- Helps implement behavior programs.
- Assists in 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.

(see full job description for all responsibilities)

Terms of Employment: Salary and work year to be according to the current schedule.