

Port Orford-Langlois School District 2CJ

JOB VACANCY – Special Education Instructional Assistant

Position: Special Education Instructional Assistant
Effective: February 2021
Building: Driftwood School and Pacific High School
Hours: Mon – Thurs, 7.5 hours; Fri, 5.75 hours.
This is a 10-month position paid over 12 months.
Salary Range: \$13.33 - \$14.65 per hour, depending on experience; full benefits package
Final Filing Date: Internal candidates given first consideration. If you are interested in this position, please notify the District Office by **5:00 pm, January 15, 2021**

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.
- The ability to earn a valid first aid/CPR card.
- Have standards of moral character as required by the district.
- Demonstrated skills in and aptitude for work to be performed.
- Willingness to attend different trainings as recommended by special education teacher and/or principal.

Reports to: Special Education Teacher, Principal, and/or designated supervisor
Supervises: None
Job Goal: To assist both the general education and special education teachers in designing and implementing a curriculum for disabled learners which will facilitate skill acquisition as deemed appropriate in the student's individual education plan.

Performance Responsibilities Include:

- Implements individualized education plan (IEP) as directed by the special education teacher.
- Maintains confidentiality with student records.
- Supervises both general education and special education students in multiple different areas.
- Helps implement behavior programs, both schoolwide and in the classroom.
- Attends IEP meetings when requested.
- Assists with the supervision of students during lunch, recesses, assemblies and on field trips.
- Meets standards for competent and ethical performance as outlined in OAR 584-20-005 through 584-20-035.
- Promotes positive attitudes within the 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.
- Understands and supports policies, procedures and regulations of the district and school.
- Performs other duties and accepts responsibilities as assigned by the special education teacher, Principal, Director of Special Education and/or Superintendent.

Please complete a classified application located on our website www.2cj.com and return to Stephanie Smith (541-348-2455) via email: (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