

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 (hourly, no benefits, grant funded, temporary)

Position: Summer School Instructional Assistant (three positions)
Effective: July 13 – 29, 2021
Building: Driftwood Elementary School
Hours: Tuesday through Thursday, 4 hours daily (approximately 42 hours total)
Wages: \$17.25 per hour (no benefits)

Job Goal: Instructional support – Work with students in group or individual learning activities as performed by Summer School Teacher (K/1st) or (2nd- 4th) and planned by Program Head. Work will include classroom work and prep. Class hours are tentatively 8:30 am – 11:30 am. Work hours are 8:00 am to 12:00 pm.

Responsibilities (include):

- Support Teacher in maintaining a classroom environment that is conducive to learning, and that guides and supports the transition into K-12 school system.
- Support Teacher in managing student behavior for the purpose of providing a safe learning environment, and in a way that supports the transition into K-12 school system.
- Plan and communicate effectively with Teacher to achieve student outcomes.
- Clerical support - Prepare, distribute, collect, process and store class and student instructional materials as directed by Teacher.
- Job duties may also include bus monitor (if necessary) and/or assisting with breakfast and lunch.
- Attend staff meetings, center meetings, and/or other workshops/meetings as notified.
- Model behaviors that demonstrate an understanding, acceptance and welcoming of diversity.
- Maintain respect and positive communication regarding all children, families and staff.
- Maintain confidentiality of client and staff information.
- Adhere to Oregon/District requirements as a mandated child abuse reporter.
- Regular attendance is a requirement of the position.

Qualifications and/or Requirements:

- Instructional and behavior management skills appropriate for primary school age children.
- Experience and interest in working with primary school age children.
- Ability to use current office technology and iPads.

Reports to: Summer School Teacher and Program Head
Supervises: None

If you are interested, please contact Stephanie Smith (stephanie.smith@2cj.k12.or.us)
(541) 348-2455.

Please apply by 5:00 pm, May 24, 2021 for full consideration.