

PHILOMATH SCHOOL DISTRICT 17J
Philomath, Oregon
October 29, 2010

VACANCY NOTICE

POSITION: English Language Learner Instructional Assistant

DESCRIPTION: Assists teaching staff with educational programs, grades K-12. Speaks Spanish with Spanish speaking students to enforce learning activities as directed by the teacher. Translates English into Spanish for Spanish speaking students and Spanish speaking parents.

EXPERIENCE/QUALIFICATIONS:

- Fluent in Spanish: reading, speaking, writing
- Two years of college level coursework OR demonstrate proficiency in English, spelling, and mathematics by scoring at an acceptable level on district determined skills test.
- Able to direct students in a positive, productive and determined manner.
- Carry out oral and written instructions promptly with necessary speed and accuracy.
- Establish and maintain harmonious and cooperative relationships with students, parents, other staff members and the public.

RESPONSIBILITIES: Performs some or all of the following tasks -

- Assists students under direction of a teacher, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Presents subject matter under direction of a teacher to students, utilizing variety of methods and techniques such as lecture, discussion and role playing.
- Communicates with Spanish-speaking parents regarding student's progress under direction of a teacher.
- Works with teacher to develop a reading program suitable for the student(s) in reading program.
- Assists staff with other educational programs and projects.
- Assists staff with record keeping, copying, filing and grading papers.
- Assists staff with educational needs of students outside of ELL program.
- Monitors and assists students as needed.
- Other duties may be assigned

CONTRACT:

15-20 hours/week during the regular school year (in response to approved district calendar),
\$11.71- \$14.94/hour plus benefits per the Classified negotiated agreement.

APPLICATION:

Interested individuals must submit a letter of interest, resume and completed District application to:

Dan Forbess, Superintendent
Philomath School District 17J
1620 Applegate Street
Philomath, OR 97370

Applications accepted until November 15, 2010

EQUAL OPPORTUNITY EMPLOYER

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin or the presence of a non-job related handicap. Reasonable accommodations for the application and interview process will be provided upon request and as required by the Americans with Disabilities Act of 1990. Disabled persons may contact the Superintendent at (541) 929-3169 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Relay at 1-800-735-2900.