



# Myrtle Point School District

413 C Street  
Myrtle Point, OR 97458  
(541) 572-1220  
[www.mpsd.k12.or.us](http://www.mpsd.k12.or.us)

**DATE:** September 11, 2023  
**TO:** All Interested Parties  
**SUBJECT:** Notice of Vacancy

**POSITION:** Instructional Assistant II

**JOB SITE:** Myrtle Point JR/SR High School

**DESCRIPTION:** One 7.00-hour position for the 2023-2024 School Year

**WAGE:** \$16.46-\$19.65 per classified salary schedule

**QUALIFICATIONS:**

- Have knowledge of Algebra I and above and have advanced writing skills.
- Monitor and assist students in a course study setting.
- Must have experience working with teenagers.
- Must have good computer skills.
- Supervision and support of students as assigned by the principal and Special Education Teacher.
- Have good organizational abilities and follow written and verbal instructions; ability to maintain confidentiality.
- Must support positive interactions between students, staff, and patrons.
- The position will be in a special education classroom setting.
- Assist the Special Education Teacher with curriculum, classroom materials, paperwork, etc.
- Complete job description available upon request
- Full job description is attached.

**COMPLETE APPLICATION PACKET:**

- Application available on our website (Required)
- Cover letter (Optional)
- Resume (Optional)

**SEND TO:**

Kari Seals, HR/Administrative Secretary  
Myrtle Point School District 41  
413 C St., Myrtle Point, OR 97458  
Email: [kseals@mpsd.k12.or.us](mailto:kseals@mpsd.k12.or.us)

**CLOSING DATE:** Open until filled.

**TERMS OF EMPLOYMENT:**

- First consideration for this position will be given to qualified members of the collective bargaining unit.
- Pre-employment drug testing. This test will be at the district's expense and the district's medical facility of choice.
- A fingerprint-based criminal history investigation will be required at the expense of the employee.

2023.24.21

Myrtle Point School District 41  
Job Description

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Job Title: Special Educational Instructional Assistant  
Assignment: Myrtle Crest/MPHS  
Reports to: Building Principal/Classroom Teacher  
Status: Classified  
FLSA Status: Non-Exempt

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**Job Summary:**

To provide instructional assistance and supervision in the special education classroom with the ability to meet the special needs of each student's individual educational plan with a successful outcome.

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**Duties:**

1. Work under the direct supervision of, and follow instructional plans provided by the certified special education teachers and/or licensed specialists in a group or one-on-one situations.
2. Implement Individualized Education Plan (IEP) assignments.
3. Work with disabled students to serve their specialized disability needs.
4. Be willing and able to receive and implement targeted training specific to students with disabilities based on their needs.
5. Assists with loading and unloading children from buses, transitioning students from classroom to lunchroom, music, recess, library, etc.
6. Assist in creating and maintaining a safe and positive environment that promotes optimum learning and the safety of students and staff in any educational setting.
7. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
8. Utilize positive behavior management strategies as directed by the teacher and/or specialist to assure student safety, dignity and responsibility for their own actions.
9. Supervise students, as assigned by the principal, during lunch time and/or recess periods.
10. Provide support by organizing and duplicating paperwork.
11. Appropriately maintain and secure confidential records and inquiries.
12. Performs physical labor as required.
13. Must support positive interactions with staff, students, parents, and patrons.
14. Perform other duties as determined or assigned by the supervising teacher and/or building principal or at the discretion of the district.

**Qualifications:**

1. High school diploma; successful experience working with students with special needs.
2. Have knowledge of special education procedures and paperwork.
3. Ability to apply Special Education rules, regulations and policies.
4. Ability to assist students in their personal and physical care as needed.
5. Ability to communicate effectively, both verbally and in writing.
6. Must have good computer skills.
7. Must be able to work independently as well as with other employees and/or administrators in the positive, productive manner.
8. Hold a valid first aid card.
9. Assistants will be required to have the following characteristics and/or skills:

- a. Personable and friendly
- b. Retain confidential information
- c. Organizational ability
- d. Neat and orderly
- e. Punctual
- f. Supportive of district programs
- g. Good attendance

**Salary:**

- 1. Will be determined by terms of the current negotiated agreement.
- 2. The amount due under the contract will be pro-rated in accordance with district policy.

**Evaluation:**

- 1. Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Staff\*.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Board Approved:

I have read and understand this job description.

**Signature:**

**Date:**

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Supervisor's Signature:

Date:

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