



Myrtle Point School District

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

DATE: September 19, 2023
TO: All Interested Parties
SUBJECT: Notice of Vacancy

POSITION: Instructional Assistant II

JOB SITE: One at 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

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.

2023.24.22 Revised 11/6/2023