



Myrtle Point School District

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

DATE: November 17, 2023
TO: All Interested Parties
SUBJECT: Notice of Vacancy

POSITION: K-6 TITLE I INSTRUCTIONAL ASSISTANT

JOB SITE: Myrtle Crest Elementary

DESCRIPTION: One 7.0-hour Position for the 2023-2024 School Year

WAGE: \$15.78-\$18.85 as negotiated in the 2023-2025 OSEA contract

QUALIFICATIONS:

- See job description 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.
- A fingerprint-based criminal history investigation will be required.

2023.2024.31

Myrtle Point School District 41
Job Description

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

Job Summary:

To work under the direct supervision of the classroom teacher providing assistance in student instruction and supervision, and give clerical support with the intent of ensuring students of a successful educational experience.

Duties:

1. Work under the direct supervision of, and follow instructional plans provided by certified teachers and/or licensed specialists in a group or one-on-one situations.
2. Assist in creating and maintaining a positive environment that promotes optimum learning and the safety of students and staff in any educational setting.
3. Utilize positive behavior management strategies as directed by the teacher and/or specialist to assure student safety, dignity and responsibility for their own actions.
4. Supervise students, as assigned by the principal, during lunch time and/or recess periods.
5. Provide clerical support by organizing and duplicating paperwork.
6. If there are no scheduling conflicts with other assigned duties, the assistant will assist the teacher with supervising field trips.
7. Monitor the movement of student(s) for one assigned area to the other.
8. Maintain confidentiality in all areas.
9. Must support positive interactions with staff, students, parents, and patrons.
10. 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. Additional experience working with children preferred.
2. Must be able to follow written and verbal instructions.
3. Must be able to work independently as well as with other employees and/or administrators in the positive, productive manner.
4. 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:

Supervisor or HR Signature:

Date:
