

**SPRAY SCHOOL DISTRICT EMPLOYMENT OPPORTUNITY**  
**Educational Assistant (Temporary)**

**STARTING DATE:** October 15, 2018, or when assigned  
**WORKING PERIOD:** 9 months: 3 paid holidays; 148 work days  
**HOURS PER DAY:** 3 hours; (8:00 am – 11:30) or as assigned; 4 day work week  
**SALARY:** Salary classification as per Classified Working Agreement. Rate: \$10.28 @ hour

**JOB DESCRIPTION:** Perform duties that are instructional in nature and deliver direct services to students. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

**QUALIFICATIONS:**

1. High school education and AA or must be able to pass qualifying assessment.
2. Preferred experience working with children K – 6<sup>th</sup> grade.
3. Physical strength and ability to work with children requiring walk or run quickly, kneel or sit on the floor, bend, lift 50lbs., walk over rough or uneven ground, exposure to weather.
4. Demonstrated high moral standards and character necessary for working around children.
5. Must be able to pass a criminal background check and pre-employment drug test.

**PERFORMANCE RESPONSIBILITIES:**

1. Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
2. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
3. Present subject matter to students under the direction and guidance of teachers.
4. Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
5. Supervise students in classrooms, cafeterias, school yards, and gymnasiums, or on field trips.
6. Enforce administration policies and rules governing students.
7. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
8. Observe students' performance, and record relevant data to assess progress.
9. Participate in teacher-parent conferences regarding students' progress or problems.
10. Plan, prepare, and develop various teaching aids.
11. Prepare lesson outlines and plans in assigned subject areas, and submit outlines to teachers for review.
12. Provide extra assistance to students with special needs.
13. Take class attendance, and maintain attendance records.
14. Attend staff meetings, and serve on committees as required.
15. Requisition and stock teaching materials and supplies.
16. Type, file, and duplicate materials.
17. Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
18. Other related duties as noted in the job description or assigned by the building administrator

**APPLICATION PROCESS:**

1. Pick up an application form from the District Office or download from the district website, <http://www.spray.k12.or.us/>.
2. Complete the application and submit with a resume` of personal history, and references.
4. Send application materials to:

**Phil Starkey, Superintendent/Principal**  
**Spray School District #1**  
**PO Box 230**  
**Spray, OR. 97874**  
**Phone: 541-468-2226**

**Selection Guidelines:**

Application due by October 2, 2018  
Applications screened  
Successful Candidates will be contacted for interviews  
Selection may be made by October 15, 2018

Application materials may be dropped off at the Spray School District office at 303 Park Avenue, Spray, OR 97874  
**Posted September 25, 2018**

SPRAY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.