



Phoenix-Talent Schools

Excellence For Everyone

20-083
PLEASE POST

NOTICE OF JOB VACANCY

Phoenix-Talent School District #4 is seeking applications for the position of:
1 HR INSTRUCTIONAL ASST/2.5 HR PLAYGROUND - Phoenix Elementary School

This position is 3.5 hours per day, 177 days per school year, and beginning upon return to in-person learning.

Individuals wishing to apply for this position should submit a completed District application, resume by going to <https://phoenixtalent.tedk12.com/hire/index.aspx> . If you have any questions about the application process, please contact Human Resources at 541/535-1517.

POSTING DATE: October 2, 2020

CLOSING DATE: **Until filled**

REPORTS TO: Principal

SALARY: Starting at \$14.80 to \$16.77 for Instructional Assistant and \$12.30 to \$14.08 for Playground Assistant, depending on experience.

JOB DESCRIPTION: Assists classroom instructor in leading small learning groups, grading papers, recording grades, filing, and supervising with related skill work. Supervise students on playground and in cafeteria.

QUALIFICATIONS:

1. Two years of college credit or successful completion of the work keys test.
2. Knowledge of student behavior and student discipline policies.
3. Computer skills desirable.
4. Ability to use good judgment when carrying out tasks
5. Strong interpersonal and communication skills
6. Valid First Aid/CPR certification or willingness to obtain.
7. Physical demands needed: ability to communicate with students, co-workers, and the public; ability to communicate over the telephone; ability to respond to telephone, bells, students, coworkers, etc.; ability to respond to classroom disturbances, visual cues, student requests, etc.; ability to read written materials; ability to operate office equipment; ability to carry or lift light loads (25 lbs).

PREFERENCES:

1. Bilingual in Spanish and English highly preferred.
2. Experience working with elementary school children.

All applicants will be considered carefully. Those candidates selected for interviews will be notified shortly after the closing date. Applicants are asked **not** to call for interviews. All applicants will be notified when the position is filled. Phoenix-Talent School District #4 is an Equal Opportunity Employer and, in accordance with Federal and State Legislation, does not discriminate on the basis of race, sex, religion, age, national origin, or marital status, physical or mental disability in employment practices or education programs.

Any offer of employment made by Phoenix-Talent Schools is contingent upon satisfactory results of:

1. Drug screening tests for any illegal drug or substance classified in Schedules I through V under the Federal Controlled Substances Act, 21 U.S.C. 811 to 812. This includes, but is not limited to, mind-altering substances or narcotic drugs such as hallucinogens, amphetamines, barbiturates, Page 1 6/29/2018 7:06 PM marijuana or any other illegal drug or controlled substance, except those federally recognized as legally prescribed by a physician and used as directed.
2. Criminal history verification- a background check for any convictions directly related to the duties and responsibilities of the position. Unless otherwise required by law, only job-related convictions will be considered and will not automatically disqualify the applicant from employment.

401 W. 4th Street - PO Box 698 - Phoenix, Oregon 97535

Phone: Business Office - (541) 535-1517 / Superintendent - (541) 535-1511 / Fax: (541) 535-3928