



Butte Falls School District #91
P.O. Box 228 • 720 Laurel Avenue • Butte Falls, OR 97522
(541) 865-3563 • fax (541) 865-3217

October 26, 2017

NOTICE OF POSITION OPENING

- CLOSING DATE:** **Until Filled**
- TITLE:** **Instructional Assistant I**
- POSITION GOAL:** To assist the licensed staff in the educational process of giving students the opportunity to learn to the best of his or her ability.
- ESSENTIAL FUNCTIONS:**
1. Assist individual students in need of additional support in core subject areas.
 2. Assist groups of students in various areas of learning.
 3. Assist in ordering, preparing, administering and correcting instructional materials.
 4. Perform clerical duties such as filing, copying, and record keeping and other paper work as assigned.
 5. Keep classroom, teaching materials and equipment in order.
 6. Prepare instructional materials for group activities and lessons to meet the needs of students as directed by teacher.
 7. Must respect confidential information.
 8. Maintain regular and dependable attendance.
 9. Maintain cooperative relationships with co-workers, administrators, students and parents.
 10. Perform other duties and projects as assigned.
- MINIMUM PREREQUISITES:** High School graduate or equivalent. Applicants must be highly qualified as per ESSA requirements, Division 37 Oar 581-037-0005. Hold a valid Oregon driver's license.
Must be able to speak, read and write English fluently.
- REPORTS TO:** Principal/Superintendent
- LENGTH OF POSITION:** 9 months
- SALARY:** Per Collective Bargaining Agreement
- APPLICATION PROCEDURE:**
1. Complete classified employee application.
 2. Successful applicant must be fingerprinted and drug tested.

For more information, contact Julie Freeman at the Butte Falls District Office, 720 Laurel Avenue,
865-3563, ext. 223

Butte Falls School District is an Equal Opportunity Employer