



290 First Street
P.O. Box 100
Gervais, Oregon 97026-0100
Phone: (503) 792-3801
FAX: (503) 792-3809
www.gervais.k12.or.us

Vacancy Announcement
Please post January 8, 2019

POSITIONS:

- Activity Leader (Daycare)

TERMS OF EMPLOYMENT / SALARY:

- \$10.75 per hour - 1.5 hours per day (3:30p.m. -5:00 p.m.)

STARTING DATE:

- January 22, 2019

PERFORMANCE RESPONSIBILITIES:

- See Job Description in Application Packet

MINIMUM QUALIFICATIONS:

- Evidence of good leadership and citizenship qualities and an interest in students;
- Ability to communicate well with adults and children;
- Experience in position area;
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable; and
- Have a First Aid card as requested by supervisor.

PREFERRED QUALIFICATIONS:

- Bilingual: English/Spanish or English/Russian.

HOW TO APPLY:

- Submit a Gervais School District Classified or Student Application (Talent Ed and SchoolSpring are accepted) with the following:
- A letter of interest addressing your strengths relative to the position;
- A current professional resume; and
- 3 current letters of reference and college transcripts or a Professional credential from a university placement office.

Sent to: Gervais School District #1, Openings - P.O. Box 100 - Gervais, OR 97026-0100 (503) 792-3801

All items above must be received by application deadline in order to be considered for this position

APPLICATION DEADLINE:

- Application materials will be accepted until **4:00 pm on January 15, 2019** or until filled.

Gervais School District is an equal opportunity educator and employer.

Persons having questions about or requests for special needs and accommodation should contact the Director of Special Programs at the Gervais School District Office, 290 First Street, Gervais, OR 97026, Phone (503) 792-3801. Contact should be made 48 hours in advance of the event. The Gervais School district's policy is to provide veterans and disabled veterans with preference as required by law. Applicants are required to provide certification of eligibility for preference.

HIRING TIMELINES:

Advertise opening: 01/08/2019

Applications due: 01/15/2019 or until filled

Applications screened: 01/16/2019

Interviews: 01/17/2019

Board Approval: 02/21/2019

Position to be offered: 01/18/2019 (conditional)

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