



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

Qualified Applicants must be fully vaccinated.

Vacancy Announcement Please Post – November 10, 2022

POSITION:

- Elementary School Special Education Instructional Assistant

TERMS OF EMPLOYMENT:

- 7.5 hours per day

SALARY:

- \$14.93 - \$19.71 per hour depending upon experience and negotiated wage scale

STARTING DATE:

- December 2022

PERFORMANCE RESPONSIBILITIES:

- See Job Description in Application Packet.

MINIMUM QUALIFICATIONS:

- Associates Degree, 72 quarter (48 semester) hours of post-secondary coursework or High School Diploma or equivalent, and pass a rigorous local assessment.
- Computer entry experience.
- Ability to operate standard office machines, including, computer, calculator, copy machine, and fax.
- Ability to comply with established policies or procedures necessary to complete job functions, with limited supervision.
- Exercise diplomacy and tact when dealing with staff and maintain a high level of professionalism.
- Respect confidential information.
- Evidence of good leadership and citizenship qualities.
- An interest in students.
- Ability to communicate well with adults and children.
- Prior job-related experience recommended, but not required.
- Must possess a valid Oregon driver's license.
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

PREFERRED QUALIFICATIONS:

- Prior job-related experience.

HOW TO APPLY:

- Visit the Gervais website at gervais.k12.or.us. Click on "Employment" at the bottom of the page under "Quick Links", select the "TalentEd District Employment Application" tab, or use the hyperlink below.
- Submit your Powered by [TalentEd](#) electronic application with the following additional documents.
 - A letter of interest addressing your strengths relative to the position.
 - A current professional resume.
 - Copy of transcripts; and
 - 3 current letters of reference.

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APPLICATION DEADLINE:

- Applications will be accepted until **4:00 p.m. on November 24, 2022**, at the District Office.

HIRING TIMELINES:

- Advertise opening: 11/10/2022
- Applications due: 11/24/2022 or until filled
- Applications screened: 11/28/2022
- Interviews: 11/29/2022
- Board Approval: 12/15/2022
- Position to be offered: 12/02/2022 conditional upon board approval