

PHILOMATH SCHOOL DISTRICT 17J
Philomath, Oregon
January 6, 2020

VACANCY NOTICE

POSITION: Lunchroom & Playground Aide - Philomath Elementary School

DESCRIPTION:

Supervise students in school cafeteria and/or playground as assigned by principal/supervisor. Complete routine tasks under direct supervision of cafeteria staff members and/or principal/supervisor. Provide direct help or guidance for students on tasks that may be new or not routine for them.

EXPERIENCE/QUALIFICATIONS: Be able to:

- Work cooperatively with other employees and all students.
- Follow student discipline procedures effectively.
- Receive and follow written and/or oral directions promptly and efficiently.
- Helps maintain order and safety by providing appropriate supervision of students as assigned.
- Establish and maintain harmonious and cooperative relationships with students, parents and other staff members
- Obtain and keep current First Aid and CPR certification

RESPONSIBILITIES:

- Helps maintain order and safety by providing appropriate supervision of students in the cafeteria and on the playground as assigned.
- Provide directions to students
- Maintains order among students in the eating areas, as needed.
- Maintain area in sanitary condition
- Perform duties fast, efficiently, and pleasantly.
- Establishes and maintains harmonious and cooperative relationships with students, parents, other staff members, and the public.
- Reports observed or any suspected safety problems to Principal promptly.
- Performs other duties as assigned by the Principal or supervisor.

CONTRACT: Monday through Thursday 4.00 hours/day (9:00 a.m. -1:00 p.m.) and Friday 3.0 hours/day (9:30 a.m.-12:30 p.m.) on all student contact days (total 19 hours/week flexible).
Work scheduled to begin as soon as hiring complete. Salary per classified negotiated agreement.

APPLICATION: Interested individuals must submit a letter of interest and completed District application to:

Philomath School District 17J
ATTN: Human Resources
1620 Applegate Street
Philomath, OR 97370

Applications accepted through Friday, January 17, 2020 or until filled.

EQUAL OPPORTUNITY EMPLOYER

Qualified applicants receive consideration for employment without discrimination because of age, sex, marital status, race, color, creed, national origin or the presence of a non-job related handicap. Reasonable accommodations for the application and interview process will be provided upon request and as required by the Americans with Disabilities Act of 1990. Disabled persons may contact the Superintendent at (541) 929-3169 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Relay at 1-800-735-2900.