

# GLADSTONE SD 115

## Instructional Assistant Special Services [Temporary] (2751)

### JOB POSTING

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#### **Job Details**

Posting ID

**2751**

Title

**Instructional Assistant Special Services [Temporary]**

Description

Supervisor: Building Administration or Director of Special Services  
Classification: Classified - Hourly - Temporary through December 20, 2024  
Part Time Temporary: 5.75 hours per day

Application Deadline: Open Until Filled

Start Date: As soon as possible

Salary is based on experience as per the Classified Salary Schedule, plus a comprehensive benefit package.

*Gladstone School District #115 strives to create an inclusive environment that welcomes and values the diversity of our staff and students. We foster fairness, equity and inclusion to create a workplace environment where everyone is treated with respect and dignity. We are most interested in finding the best candidate for the position, and we encourage you to apply. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact human Resources to discuss your application.*

Gladstone offers stipends for classified staff based on educational experience.

#### **Job Goal:**

Responsibility for organizing and supervising students, delivering curriculum designed and directed by teachers, and providing other academic support as may be required by individual students in small group and mainstream settings.

#### **Minimum Qualifications:**

1. Sound oral and written communication skills.
2. High school diploma or equivalent documentation.
3. Sound reading and speaking skills in English.
4. Emotional and physical stamina to perform the duties assigned to this position.
5. Ability to exercise tact, patience and courtesy when working with students, staff, parents and the community.
6. Strong interpersonal/human relations skills.
7. Knowledge of computers and educational applications.
8. Experience working with people with disabilities desirable.
9. Experience in a school setting desirable.
10. Other qualifications as may be established by the District.

#### **Essential Functions:**

1. Regular attendance and punctuality.
2. Supervise students in a variety of settings.
3. Provide curricula to students in small group settings or individually.
4. Assist students in behavior management as directed by supervisor.
5. Assist students with basic life functions (such as feeding, toileting, hygiene, and medical protocols).
6. Follow confidentiality guidelines of the District.
7. Adhere to policies and procedures of the District.
8. Conform to building regulations and employment rules.
9. Other duties as assigned

**Required Knowledge, Skills, and Abilities:**

1. Sound knowledge of basic academic skills (reading, writing, math).
2. May be required to have high school level proficiency in content areas.
3. Capable of working with students of varied ages.
4. Able to communicate with parents by phone, email and in person.
5. Working interpersonal skills.
6. Ability to help students with basic life functions.
7. Knowledge and/or ability to learn lift and restraint protocols.

<i>Shift Type</i>	<b>Temporary</b>	<i>Salary Range</i>	<b>\$19.11 to \$27.17</b>
<i>Salary Code</i>	<b>Per Hour</b>	<i>Job Category</i>	<b>Support</b>
<i>External Job Application</i>	<b>Classified - Final</b>	<i>Internal Job Application</i>	<b>Classified - Final</b>
<i>Location</i>	<b>John Wetten Elementary School</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>11/18/2024</b>	<i>General Start Date</i>	<b>11/18/2024</b>
<i>Internal End Date</i>		<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<b>Jennifer Zamora</b>	<i>Title</i>	<b>Executive Assistant</b>
<i>Location</i>	<b>Gladstone School District Office</b>	<i>Phone</i>	<b>503.496.3935</b>
<i>Email</i>	<b>zamoraj@gladstone.k12.or.us</b>		

**References**

<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Classified Survey</b>
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