

Job Announcement: Temporary P/T Project Based Learning Assistant

Hours: 2 hours per day when school is in session (1:00- 3:00 pm)

This position is temporary through the end of this school year.

Salary: \$11/hr depending on experience

Start Date: January 2019

Purpose: To support project based/placed based learning across our K-5 classrooms. Work with teachers to modify and prepare materials for projects. Support individual students and small groups in completion of projects.

More information about Muddy Creek Charter School can be found at

www.muddycreekcharterschool.org

Essential Duties and Responsibilities:

- Assist in the management of the classroom in a manner consistent with administrative direction and school policies and procedures.
- Manage student behavior effectively in accordance with Muddy Creek's behavior policy.
- Supervise students outside the classroom, as assigned.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

General Performance Requirements:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the MCCS community and enhances learning.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Respect confidential information and the privacy of students, staff, and parents.
- Meet applicable physical ability/health and safety guidelines for the position.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to supervise large groups of children.
- Ability to understand and implement the school's student discipline policy and manage student behavior effectively.
- Ability to work with challenging behaviors and creatively problem-solve difficult situations while using intervention strategies.

- Ability to understand and implement instructional goals and carry out work assignments in a manner that supports those goals.
- Ability to interact effectively and collaboratively with individuals and groups of all ages.
- Ability to independently organize and carry out work assignments, follow student schedules or individualized education plans.

Application Deadline: January 4, 2019

How to Apply: Please send letter of interest and resume or statement of work history, including contact information for 3 references.

Submit resume and references through standard mail, fax, or email:

Muddy Creek Charter School
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