

Job Announcement: P/T Classroom Assistant and Recess Supervisor

POSTING DATE: May 1, 2019

CLOSING DATE: open until filled

FTE: 0.5 (4 hours per day when school is in session)

Start Date: August 28, 2019

Salary: \$11.25/hr. Pending an increase for the the 2019-20 school year

PURPOSE: To support student learning by assisting licensed staff in curriculum/program implementation. Provide lunch room and recess supervision for K-5 students is a small, rural charter school.

More information about Muddy Creek Charter School can be found at www.muddycreekcharterschool.org

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in the management of the classroom in a manner consistent with administrative direction and school policies and procedures.
- Manages student behavior effectively in accordance with Muddy Creek's behavior policy.
- Supervises 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.

This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. MCCS may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

TERMS OF EMPLOYMENT:

This position is for the 2019/2020 school year. MCCS hires all employees on an annual basis as at will employees.

All applicants will be considered carefully. Those candidates selected for interviews will be notified shortly after the closing date. All applicants will be notified when the position is filled.

Muddy Creek Charter School is an Equal Opportunity Employer -- Qualified applicants are considered for employment without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, veteran status, genetic information, or disability in accordance with state and federal law.

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:

Muddy Creek Charter School
30252 Bellfountain Rd
Corvallis, OR 97333

Or by email:

office@muddycreekcharterschool.org