

POSTED
4/24/19



WISHRAM SCHOOL

CLASSIFIED STAFF POSITON

30-40 hours per week

2019-2020 SCHOOL YEAR*

Wishram School District #94 is excited to announce an opening for one FULL-TIME classified position. This position will be cross-trained in all classified positions including foodservice, Parapro/teacher's aide, student supervision, secretary, custodian and will be responsible for carrying out 12 hours of pre-school instruction each week under the direction of the School Principal. This position will provide support to all areas of school operations to meet the needs of the school which can change from hour to hour. Interested candidates will need to be self-motivated, work well as a part of a team and be able to adapt to frequent schedule changes. The successful candidate will need to have (or be willing to obtain) a firm understanding of working with students from preschool to 12th grade and have a strong desire to help students succeed academically, socially, and emotionally. The individual will be placed on our classified wage schedule. Interested candidates can fill out an application for Wishram School District classified employment, and submit materials to Sarah Hathaway, Business Manager, by May 15th, 2019.

SELECTION PROCESS

The Superintendent/Principal of the Wishram School and a screening committee will determine the candidates to be interviewed and will conduct interviews with the help of staff. The Superintendent will make a selection based on the recommendation of the interview committee.

MINIMUM PROFESSIONAL QUALIFICATIONS

High School Diploma or equivalent AND either Associates Degree (AA) or Paraprofessional Certificate.

Essential functions: (to include but not be limited to)

- Must be able to work independently with students ranging from pre-school to 12th grade.
- Provide a warm nurturing environment in which the child can grow physically, emotionally, socially and intellectually.
- Within the pre-school educator responsibilities, create lesson plans that offer a developmentally appropriate program that meets the emotional, physical, intellectual and social needs of the individual and group

- Provide classified staff coverage in any area of the school as directed.

Other functions: To be assigned as needed

Job requirements:

- Ability to attend work on a regular and reliable basis.
- Must be flexible and able to work morning, afternoon and evening shifts including split shifts.
- Demonstrated ability to work within a team.
- Basic computer skills.
- Criminal history fingerprint check through WSP and FBI.

Preferred qualifications and skills:

- Knowledge of early childhood education practices

Working conditions:

- Will work both indoors and outdoors
- Exposure to cleaning supplies
- Exposure to food service equipment
- Exposure to noise from routine operations such as vacuum cleaner, dishwasher, lawnmower, students, etc.
- Must be able to lift at least 30lbs.

THE APPLICATION PROCESS

To be considered, a candidate must have all the following materials on file with the school. The position is OPEN UNTIL FILLED.

Current resume

Three letters of recommendation (*within last 3 years*).

Documentation of education (*High School Diploma, AA Degree transcripts etc.*)

Completed District Application (*Download from Wishram School website*)

Submit all application materials to Wishram School – Attention to CLASSIFIED STAFF

**Continuation of this position beyond 2019-2020 is unknown.*

Wishram School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Superintendent/Principal P: 509-748-2551, mike.roberts@wishramschool.org; Title IX Coordinator: Director of Operations, P-509-748-2551, tye.churchwell@wishramschool.org; and 504 Coordinator: Title I/LAP Coordinator, P-509-748-2551, kadee.herrington@wishramschool.org Address: P.O. Box 8, Wishram, WA 98673.

