



**INVITES APPLICATIONS FOR:  
Instructional Assistant, Comprehensive Services Program**

This position works under the direction of a licensed teacher in a manner consistent with the requirements of state and federal law, and local district policy and procedures. The position supports the implementation of educational programs designed to meet the needs of students with emotional/behavioral disorders and mental health needs.

<b>Closing Date</b>	<b>Start Date</b>	<b>Salary</b>
<b>April 16, 2018 Or Until Filled</b>	<b>Upon Selection</b>	<b>\$ 13.08 per hour</b>
<b>.50 Full-Time Equivalency (FTE) - 4 hours per day</b>		

**About Lane ESD**

In providing services to Lane County school districts, Lane ESD seeks to fulfill our core purpose of **Shaping the Future: Supporting Excellence in Education**. Lane ESD employees strive to embody core values of equity, commitment, leadership, collaboration, and integrity.

The mission of education service districts is to assist school districts and the Department of Education in achieving Oregon's educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The ESD partners with school districts, local universities and community college, and other community agencies in providing quality services to the component school districts in Lane County.

Lane Education Service District provides a wide array of services to the 16 School Districts in Lane County serving about 45,000 students. Services in special education, school improvement, technology, and administrative services are designed to support districts in meeting the challenge of serving a diverse student population. We focus on systemic school improvement, multicultural curriculum, and assisting districts in development of students who are well prepared to be global citizens. Additional information about Lane ESD is available at

[www.lesd.k12.or.us](http://www.lesd.k12.or.us)

Lane ESD encourages and supports employee professional growth as we seek to meet the needs of students and school staff throughout the county.

**About Lane ESD's Comprehensive Services Program**

Lane ESD is partnering with Trillium Behavior Services and Direction Services to provide an educational program for students in grades K-8 with mental health needs that includes therapeutic and wrap around supports.

**CORE VALUES**

**Equity ...**

*we support a respectful work environment and access to educational services to all students*

**Commitment ...**

*to district and student success*

**Leadership...**

*that is informed, responsive, visionary and planful*

**Collaboration...**

*actively engaged with our partners to achieve success*

**Integrity...**

*approach our work with ethical actions, making and keeping commitments, courage and humility*

# Position Available – Instructional Assistant, Comprehensive Services Program

*We are looking for talented, forward thinking, energetic candidates who can support Lane ESD's Vision and Core Values.*

## Key Responsibilities

1. Assist the classroom teacher in the planning and implementation of instructional activities, including special strategies for reinforcing material or skills.
2. Implement instructional strategies that promote skill development and student independence.
3. Collect data as instructed by classroom teacher. Confer with the teacher to provide feedback on student performance, progress, and testing activities.
4. Establish and maintain positive rapport with students.
5. Assist in monitoring classroom management in accordance with district discipline procedures.
6. Implement behavior support plans using appropriate strategies and techniques as specified in the student's behavior support plan.
7. Supervise students in school and settings to ensure student and staff safety.
8. Maintain confidentiality of information about students and staff.
9. Prepare and organize materials to support teaching and learning.
10. Be a cooperative and supportive member of the staff.
11. Perform other duties as assigned.
12. Complete all job activities in compliance with district policy and procedures.

## Qualifications

1. A High School diploma or equivalent is required.
2. Ability to communicate effectively with students and school staff is required.
3. The ability to follow teacher direction, including written instructional and behavior plans is required.
4. Experience working in a public school or community setting with students with at risk students or student with emotional/behavioral disorders and mental health needs is preferred.
5. First/Aid/CPR card is preferred.

### To Apply

Click	Contact
<a href="https://lesd.tedk12.com/hire/index.aspx">https://lesd.tedk12.com/hire/index.aspx</a>	(541) 461-8244 hr@lesd.k12.or.us 1200 Highway 99 North Eugene, OR 94702

- **Applicants must complete an online application available at <https://lesd.tedk12.com/hire/index.aspx> in order to be considered for this position. Internet accessibility is available at Lane ESD and local libraries for applicants who do not have home internet access.**

### Application Instructions and Requirements

- Applicants must complete an official Lane ESD application (see link above) to be considered for this position.
- Applications must include a cover letter, resume, and two letters of reference.
- Only complete applications submitted by 5 p.m. on the closing date will be considered for the position. Interviews will be held January 11-12, 2018.

### Terms of Employment

- **.50 FTE (4 hours per day). Number of work days for the school year is based on classroom assignment. Applicants hired for this position are required to complete fingerprint-based criminal history verification and are responsible for the associated fees.**

### Selection Process

Those applicants who best qualify in terms of relevant experience and training will be invited to participate in the selection process, which will consist, at the minimum, of an oral interview. Internal applicants with qualifications that are equal to other interviewees will be given preference. A fingerprint-based criminal history investigation is required for all positions. Applicants selected for interview will be contacted by phone. Applicants not interviewed will be notified in writing.

Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap and marital status.

Equity ♦ Commitment ♦ Leadership ♦ Collaboration ♦ Integrity