



INVITES APPLICATIONS FOR:

**Instructional Assistant, Migrant Education,
Summer School 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 instructional and behavioral plans designed to meet the needs of students eligible for enrollment in the Migrant Education program.

Closing Date	Start Date	Salary
June 11, 2018 or until filled	July 5, 2018 (Additional training dates listed below)	\$13.91 per hour

Elementary and Middle Level; 17-18 days – Temporary position
Summer School runs from July 6 to July 28, 2018, Monday through Thursday.
Training will be held on June 14 and 19, 2018.

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

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 Migrant Education Program

Lane ESD Migrant Education Program (MEP) provides Title IC administration, identification and services for 29 school districts in Lane and Douglas counties.

Title IC funds support high quality education programs for migratory children and help ensure that migratory children who move among the states are not penalized in any manner by disparities among states curriculum, graduation requirements, or state academic content and student academic achievement. MEP services include: 24 hour accident insurance, parent involvement and meetings, referrals to community resources, academic support, college and career transition classes, pre-school support, and summer school.

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, Migrant Education, Summer School Program

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

Key Responsibilities

- a. Assist the classroom teacher in the planning and implementation of instructional activities, including special strategies for reinforcing material or skills.
- b. Implement instructional strategies that promote skill development and student independence.
- c. Collect data as instructed by classroom teacher. Confer with the teacher to provide feedback on student performance, progress, and testing activities.
- d. Establish and maintain positive rapport with students.
- e. Assist in monitoring classroom management in accordance with district's discipline procedures.
- f. Supervise students in school and community settings to ensure student and staff safety.
- g. Maintain confidentiality of information about students and staff.
- h. Prepare and organize materials to support teaching and learning.
- i. Be a cooperative and supportive member of the staff.
- j. Perform other duties as assigned.
- k. Complete all job activities in compliance with district policy and procedures.

Qualifications

1. 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. Ability to speak Spanish is required.
5. First Aid/CPR card is preferred.
6. Experience working in a public school or community setting with migrant students is preferred.

To Apply

Click	Contact
https://lesd.tedk12.com/hire/index.aspx	(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.

Terms of Employment

- Temporary 17-18 Day Position. Summer School runs from July 6, 2018 through July 28, 2018, Monday through Thursday. Training will be held on June 14 and 19, 2018. Classroom set up will be on July 5, 2018.

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