



## **ANNOUNCEMENT OF VACANCY**

November 26, 2024

### **Primary School Educational Aide**

**Contract Days:** 189 Days

**Date of Employment:** Upon Board Approval

#### **Requirements:**

- High school graduate or equivalent
- Experience working with special needs and/or at-risk students preferred
- Outstanding oral and written communication skills
- A demonstrated commitment to valuing diversity
- Strong technology skills
- Ability to collaborate well with others
- Ability to multitask
- Be a highly organized, self-starter
- Maintain confidentiality
- Provides assistance to community members, students, and staff
- Act in a professional manner conducive to good community relations
- Provide or obtain BCI & FBI background results within the past 12 months
- Essential Functions: [See attached job description](#)

Qualified candidates should apply online at:

[Applitrack](#)

#### **Applications must include:**

- Cover Letter
- Resume
- Names of 3 Professional References
- Must hold a current or be willing to obtain a current ODE Educational Aide Permit

Each applicant's resume and qualifications will be evaluated and those deemed most qualified will be invited to participate in interviews.

**Deadline to apply: Until Filled**

*An Equal Opportunity Employer*