



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

INSTRUCTIONAL ASSISTANT/OFFICE SPECIALIST SENECA ELEMENTARY SCHOOL

Grant School District No. 3, John Day, Oregon, is seeking applicants for a combined Instructional Assistant- (6.5 hours per day) / Office Specialist- (2 hours per day) at Seneca Elementary School Monday through Thursday. This position supports students and staff in K–6 instructional settings and is directly responsible for the efficient operation of the school office under the direction of the Building Principal.

QUALIFICATIONS:

- Maintain strict confidentiality in all student, staff, and school matters in compliance with FERPA
- Demonstrate effective, professional communication with staff, students, families, and the public
- Demonstrate strong interpersonal skills and a calm, positive, patient, and supportive demeanor
- Show reliability, flexibility, and the ability to work collaboratively as part of a small school team
- Utilize computer systems and office software with accuracy; learn district programs such as Synergy, Mealttime, and Infinite Visions
- Operate office equipment and manage clerical tasks with attention to detail, including filing, record keeping, phone communication, and data entry
- Assist with payroll processing and support maintenance of student records, local student activity funds, meal program accounts, and state reporting data
- Follow prescribed instructional plans to support individual students and small groups under teacher supervision
- Monitor and supervise students in classrooms, hallways, recess, cafeteria, and other school environments to maintain a safe and positive climate
- Implement positive behavior support strategies and assist in de-escalation as appropriate
- Attend required district trainings and maintain current First Aid/CPR certification (or obtain by hire date)

PREFERRED QUALIFICATIONS:

- Knowledge of Northern Paiute language and culture
- Possess, or be willing to obtain, a Minibus Type Certification

SEND OR DROP OFF APPLICATION MATERIALS:

Jana Young – Human Resources
Grant School District No. 3
401 N. Canyon City Blvd.
Canyon City, OR 97820
youngj@johndaysd.org

APPLICATION DEADLINE – OPEN UNTIL FILLED

COMPENSATION:

Instructional Assistant -Salary Range for the 2025-26 School Year: \$19.45 - \$22.55 6.5 hours per day
Office Assistant- Salary Range for the 2025-26 School Year: \$22.22- \$25.77 2 hours per day

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact ADA Compliance Officer at 541-575-0423 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900. We encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We hire and promote without regard to race, color, gender, national origin, religion, or age, unrelated to job performance. Fingerprinting and criminal record checks are required by the Oregon Department of Education. (ORS 584-36-062)

Posted 12/15/2025