



290 First Street
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www.gervais.k12.or.us

Vacancy Announcement
Please Post December 11, 2020

POSITION:

- Daycare/Pre-School Lead Classified Instructor (No License Required)
 - This person will be responsible to assist children in learning. This position would be a great introduction to someone thinking of entering the teaching world.

TERMS OF EMPLOYMENT / SALARY:

- 5 days per week, 8 hours per day
- \$14.30-\$18.42 per hour depending on experience, negotiated wage scale, and based upon passing a language proficiency test

STARTING DATE:

- January 2021

MINIMUM QUALIFICATIONS:

- Associates Degree in Early Childhood;
- Evidence of good leadership and citizenship qualities, and an interest in children;
- Ability to communicate well with adults and children;
- Experience working in daycare/pre-school;
- Bilingual in English and Spanish;
- Ability to conduct group activities in a fun, safe, and instructive atmosphere;
- Prior job-related experience of three or more years;
- Have a First Aid card, as requested by supervisor;
- Ability to qualify for licensed Daycare and to assist in the process/continuation of a licensing a Daycare;
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

- See Job Description in Application packet

HOW TO APPLY:

- Visit the Gervais website at gervais.k12.or.us. Click far right blue tab stating "Employment", select the "Classified Positions" tab, and then click on the blue tab stating "Click here to apply online for a position".
- Submit a Powered by TalentEd application with the following:
 - A letter of interest addressing your strengths relative to the position;
 - A current professional resume;
 - Copy of transcripts; and
 - 3 current letters of reference.

*If a current application, resume, and placement file are already with the district office, please write a letter/e-mail of interest for this vacancy to reactivate the file. That can be sent to Jenny Jones at jenny_jones@gervais.k12.or.us

APPLICATION DEADLINE:

Applications will be accepted until **4:00 p.m. on Monday, January 4, 2021** at the District Office.

HIRING TIMELINES:

- Advertise opening: 12/10/2020
- Applications due: 01/04/2021 (or until filled)
- Applications screened: 01/05/2021
- Interviews: 01/06/2021
- Board Approval: 01/21/2021
- Position to be offered: 01/07/2021 (conditional)

Gervais School District is an equal opportunity educator and employer. Persons having questions about or requests for special needs and accommodation should contact the Director of Special Programs at the Gervais School District Office, 290 First Street, Gervais, OR 97026, Phone (503) 792-3801. Contact should be made 48 hours in advance of the event.