

Springfield Public Schools
Educational Assistant (Clerical)--Essential Skills Coordinator - Part Time (7 hpd)
- Thurston High School (17/18-C126)

JOB POSTING

Job Details

Title **Educational Assistant (Clerical)--Essential Skills Coordinator - Part Time (7 hpd) - Thurston High School**

Posting ID **17/18-C126**

Description Springfield Public Schools seeks outstanding candidates for the position of a part time Educational Assistant at Thurston High School. This EA works with students in the testing center to assess their knowledge of essential skills. This position works seven (7) hours per day from 7:45 a.m. to 3:15 p.m. Monday through Friday when students are in school, including early release days.

Successful candidates will possess the following qualifications that support our district vision "Every Student a Graduate Prepared for a Bright and Successful Future":

- Ability and commitment to practice cultural competency and demonstrate respect for diversity
- Ability to meet federal requirement pertaining to reading, writing and mathematics (proof of Associates degree or higher, or ability to pass the academic assessment offered by the District)
- Previous experience working with high school students in a school setting preferred
- Ability to effectively assist the management and supervision of students and their work
- Motivated to establish effective working relationships with staff, colleagues, students, parents, and the community
- Ability to observe students and assist with behavior management
- Computer and clerical skills required
- Ability to work and organize large groups of student and testing data
- Self motivated to learn and understand a complex assesment system
- Positive and effective communication and collaboration skills desired

Shift Type **Part Time**

Salary Range **Range 7 / Hourly**

Location **THURSTON HIGH SCHOOL**

Applications Accepted

Start Date **09/07/2017**

End Date **09/13/2017**