

JAMESTOWN SCHOOL DISTRICT EMPLOYMENT ANNOUNCEMENT

After School Program Assistant Jamestown Elementary School

The After School Program Assistant assists in the instruction and supervision of individual and groups of students. This involves tutoring of academic subjects, correcting student work, supporting classroom instruction and supervising during recess.

MINIMUM QUALIFICATIONS

The After-School Program Assistant position requires the ability to:

- Perform a variety of clerical duties such as filing, sorting, duplicating, maintaining data & records
- Treat students, parents and staff courteously and tactfully
- Develop and maintain effective and cooperative working relationships
- Work confidentially
- Comply with schedules and meet deadlines

After School Program Assistant must also:

- Possess a current First Aid and CPR Certificate
- Possess a current Negative TB Test
- Possess certificate: Cooperative Organization for the Development of Employee Selection Procedures-CODESP or 48 college units
- Pass required background checks and clearance

Salary per 2017-2018 Classified Salary Schedule Range C
\$12.53 - \$16.44

Work year will follow School District calendar
Monday – Fridays 12:45 pm – 5:30 pm*

* Schedule may be altered on early release/minimum/conference days

If interested submit application or apply via www.edjoin.com
Applications available at address below or download from www.jespanthers.org

Submit to:

Bebo Malone, Administrative Assistant
Jamestown School District
18299 Fifth Avenue
Jamestown, CA 95327
bmalone@jespanthers.org

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