

**Medical Lake School District #326  
Medical Lake, Washington**

**CLASSIFIED POSITION ANNOUNCEMENT**

**Supervisory Assistant  
2.0 Hours Per Day  
Hallett Elementary**

Posting Date: August 27<sup>th</sup> 2019, 2019  
Closing Date: Open until filled

Posting #1920.35  
Superintendent:  
\_\_\_\_\_ Date \_\_\_\_\_  
Personnel:  
\_\_\_\_\_ Date \_\_\_\_\_  
New Employee:  
\_\_\_\_\_  
Start Date:  
\_\_\_\_\_  
Replacing: \_\_\_\_\_

***Position Description:***

This position is for a supervisory assistant on the playground during the daily noontime recess. The hours will be for 2.0 hours daily (approx. 11:15 am – 1:15pm). The position is a part of the PSE Bargaining Unit, and salary will be per the negotiated agreement.

***Qualifications:***

1. High school diploma or equivalent.
2. Ability to work cooperatively and communicate effectively with students, teachers, parents, specialists, and administrators.
3. Ability to problem solve.
4. Maintain school confidentiality.

***Immediate supervisor:***

Building Principal.

***Job Goal:***

To monitor a safe environment, manage and assist with behavioral issues between students, assist students in problem solving behaviors / actions. Work with other playground assistants to provide a safe environment. Communicate effectively with students, teachers, and staff.

***Performance Responsibilities:***

1. Assist students in clearing and stacking lunch trays.
2. Monitor environmental safety issues on the playground.
3. Assist students on the playground.
4. Provide effective strategies to assist students in problem solving.
5. Communicate with students and staff.
6. Treat school information confidentially.
7. Perform other duties as may be assigned by the building principal.

## **APPLICATION PROCEDURE:**

### **Current Employees:**

Please submit a letter of interest

### **Other Applicants:**

Please apply online through FastTrack at [www.mlsd.org](http://www.mlsd.org) , navigate to the Employment page.

### **Questions regarding applications can be directed to:**

Christy Nauta, Human Resources Director

[cnauta@mlsd.org](mailto:cnauta@mlsd.org) or 509-565-3128

The Medical Lake School District No. 326 complies with all federal and state rules and regulations and will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator: Timothy D. Ames, Superintendent, P.O. Box 128, Medical Lake, WA 99022, (509) 565-3100.

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