

Medical Lake School District #326
Medical Lake, Washington

CLASSIFIED POSITION ANNOUNCEMENT

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

Posting Date: May 30, 2018
Closing Date: Open until filled

Posting #1819.24
Superintendent:
_____ Date _____
Personnel:
_____ Date _____
New Employee:

Start Date:
_____ 8/29/2018 _____
Replacing:

Position Description:

This position is for a supervisory assistant on the playground during the daily noontime recess. The hours will be for 2 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:

All requests for consideration for this position must be submitted to Debra DuPey Applications and letters of interest can be brought to the Administration Office at 116 W Third, Medical Lake, mailed to PO Box 128, Medical Lake, WA 99022 or e-mailed to ddupey@mlsd.org

Current Employees:

Please submit a letter of interest

Other Applicants:

Please come to the Administration Office to fill out an application and submit your letter of interest