



We are pleased to announce that we are seeking qualified applicants for the position of **EDUCATIONAL ASSISTANT**

**POSITION(S): 1** Educational Assistant  
19 hrs/week, Tue/Wed/Thur, 8:00a - 3:30pm, 189 days

**LOCATION:** Larson Learning Center, Prineville

**START DATE:** August 26, 2019

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, no less than \$14.38/hr  
Benefits include paid sick/personal leave and paid holidays.

**QUALIFICATIONS:** Definition  
Under the direction of the classroom teacher and/or administrator, the assistant provides support services in classrooms, resource centers, or other program related areas. The assistant directs involvement in the instructional program for assigned students and their identified needs. Duties and responsibilities depend on class/program assignments.

Qualifications  
There is a minimum requirement of a High School Diploma or equivalent. Must be NCLB Highly Qualified (HQ) or working toward HQ status defined as 1) two years postsecondary study, or 2) an Associate’s degree (or higher) or a HDESD approved professional/technical certificate, or 3) satisfactory completion of the Paraprofessional training and a passing score on the Paraprofessional praxis test. The assistant must possess good organizational skills and good command of the English language. Employee must have demonstrated aptitude for the work to be performed and a genuine interest in and ability to relate to students. Previous training or experience with children in a similar program preferred. The ability to perform significant reaching, bending, stooping, crouching and lifting 35 pounds is expected. Must have access to reliable transportation, and consistent attendance is required.

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Diane Tipton, 541.312.1964 or [diane.tipton@hdesd.org](mailto:diane.tipton@hdesd.org)

- A COMPLETE APPLICATION INCLUDES**
- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
  - Current résumé
  - Completed application form (may be downloaded from HDESD website [www.hdesd.org](http://www.hdesd.org))
  - Three (3) professional letters of recommendation

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**  
Kristen Johns, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.693.5601  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee’s wages be paid via direct deposit to a bank account or paycard.

APPROVED: 3/6/19
DIRECTOR OF HUMAN RESOURCES Posting # C19-20/100