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through Leadership and Service*

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Milt Dennison  
Superintendent

**ANNOUNCEMENT OF CLASSIFIED VACANCY - No. 1111  
February 9, 2010**

**LEEP Educational Assistant  
Special Education – Happy Valley Middle School  
12:30 – 4:30 p.m., 1 day/week (day to be determined), Long Term Temporary Position**

**GENERAL DESCRIPTION OF THE POSITION:**

The Educational Assistant assists the teacher in instruction and personal management assistance for students whose primary disability is mental retardation with high intensity support needs.

**MINIMUM QUALIFICATIONS:**

- At least 18 years of age
- High school diploma, GED, CAM, or equivalent preparation
- Ability to operate and use technology for student instruction and/or care including computers, augmentative communication devices, and adaptive physical equipment
- Ability to produce materials using computers, copiers, audiovisual equipment and other office machines
- Training or successful experience working with students whose primary disability is moderate to severe mental retardation or other developmental disabilities
- Ability to work under the direction of multiple supervisors
- Ability to work as a member of a collaborative team
- Ability and willingness to provide for students' personal care needs including feeding, diapering, and assistance with toileting
- Ability to acquire and maintain a valid first aid and CPR card
- Written and oral communication skills sufficient to perform essential functions
- Physical and mental attributes sufficient to perform essential functions
- Ability to acquire and maintain OIS behavioral intervention certification

**APPLICATION REQUIREMENTS:**

- Letter of interest referencing vacancy number 1111
- Resumé
- Completed Clackamas ESD application available here:  
[http://www.clackesd.k12.or.us/hr/forms/Employment\\_Application.pdf](http://www.clackesd.k12.or.us/hr/forms/Employment_Application.pdf)
- Two letters of recommendation

**Application Deadline:** February 16, 2010, 4:30 p.m.

**Commences:** ASAP

**Starting Salary:** \$14.23 per hour

**Pre-Employment Drug Screen and Background Check Conducted**  
*EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE*

**APPLY TO:**

Clackamas ESD, Human Resources, 13455 SE 97<sup>th</sup> Ave, Clackamas, OR 97015  
Phone: 503-675-4067 Fax: 503-675-4200 Email: [hr@clackesd.k12.or.us](mailto:hr@clackesd.k12.or.us)