



# PORT ORFORD - LANGLOIS SCHOOL DISTRICT 2CJ

Aaron Miller, Superintendent

District Office  
45525 HWY 101  
Sixes, OR 97476

District Mailing Address  
P.O. Box 8  
Port Orford, OR 97465

## JOB VACANCY

**Position:** Ready, Set, Learn Summer School, Instructional Assistant, multiple positions available

**Effective:** Tentatively July 7th - July 24th, 2025 (3 weeks, Monday - Thursday, dates may vary)

**Building:** Driftwood Elementary School

**Hours:** Monday - Thursday, 8 am - 1 pm, estimated 60 hours total

**Wages:** \$30.00 per hour (grant funded, temporary, no benefits)

**Job Goal:** The Driftwood Summer School program provides enrichment to children of the Port Orford-Langlois School District. This position works with students in group or individual learning activities as performed by Summer School Teacher Kinder, 1st-2nd, or 3rd-4th, and planned by the Program Head. Work will include classroom work and preparation.

### Responsibilities:

- Instructional support – Work with students in group or individual learning activities as planned by the Teacher
- Clerical support - Prepare, distribute, collect, process, and store class and student instructional materials as directed by the Teacher
- Plan and communicate effectively with Teachers to achieve student outcomes
- Support the Teacher in maintaining a classroom environment that is conducive to learning, and that guides and supports the transition into the next grade level
- Support Teachers in managing student behavior to provide a safe learning environment, in a way that supports the transition into the K-12 school system
- Job duties may also include bus monitor and/or assisting with breakfast and lunch

### Qualifications and/or Requirements (include):

- Instructional and behavior management skills appropriate for primary school-age children
- High school diploma and or/ some higher education or relevant experience
- Experience and interest in working with primary school-age children
- Ability to use current office technology

**Reports to:** Summer School Teacher and Summer Program Coordinator

**Supervises:** None

If you are interested, please contact Stephanie Griffith at [stephanie.griffith@2cj.k12.or.us](mailto:stephanie.griffith@2cj.k12.or.us) or (541) 348-2455.

*Please apply by 5:00 pm, February 28th, 2025 for full consideration.*