

# SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



## CLASSIFIED POSITION VACANCY EXTERNAL POSTING TOMALES ELEMENTARY SCHOOL

- POSITION:** Instructional Assistant  
Part-Time: 2 days per week (Thursday & Friday), 6 hours per day  
**\*\*TEMPORARY POSITION THROUGH DECEMBER 22, 2017\*\***
- SALARY RANGE:** \$17.96 - \$25.55 per hour (depending on experience) plus vacation and holiday pay  
Excellent benefits package
- JOB SUMMARY:** Under the general supervision of the principal. Work with teacher to help with special instruction for students in academic and non-academic areas.
- QUALIFICATIONS:** District desires energetic, outgoing person with high standards and ability to work constructively with children. Must have strong organizational skills, work well with minimum supervision, and demonstrate initiative. Bilingual in Spanish preferred
- Offers of employment subject to:**
- Fingerprint clearance
  - Negative TB clearance
  - Post Offer/Pre-Placement physical exam (POPP)
  - CPR/First Aid Certificate within two months of employment
  - AA degree or pass District Instructional Assistant exam
- LOCATION:** Tomales Elementary School is a K-8 located in Tomales, California. The school enrollment is approximately 170 students.
- HOW TO APPLY:** To be considered for this position:
- Submit application with required documents via EdJoin.org  
<https://www.edjoin.org/Home/JobPosting/969524>
  - or mail to: Shoreline Unified School District, PO Box 198, Tomales, CA 94971
  - Letter of interest describing your reasons for applying for this position
  - Resumé
  - Three current professional letters of reference regarding your performance in previously held positions
- APPLICATION DEADLINE:** Applications must be received by Wednesday, September 27, 2016 at 3:00 p.m.