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OF PORTLAND IN
OREGON

Job Submitted: 5/4/2018

Department of Catholic Schools Job Posting
St. Thomas More Catholic School, Portland

Position title: **Kindergarten Instructional Assistant**

Position Start Date: **8/27/2018**

Application Closing date: **Open until filled.**

Grade(s): **Kindergarten**

Subjects: **Not applicable (non-teaching position)**

Full or Part-time: **Full-time**

Catholic required/preferred: **Catholic preferred**

Does this position require a teaching license? **No**

St. Thomas More Catholic School is seeking an individual to work as a Kindergarten instructional assistant to perform a variety of duties in assisting a licensed teacher in the implementation and support of instructional programs for students in whole-class, small group, or one-on-one settings. Assist the teacher in monitoring and documenting the progress of students. Qualified candidates must have the ability to monitor hallway transitions, cafeteria, and restrooms and to supervise students on the playground, during emergency drills, and assemblies with an understanding of a safe environment. Routine clerical duties may also include copying, laminating, and filing. Previous experience in a school setting preferred. This position includes benefits.

To apply: Submit letter of interest and resume to Amy Jefferies,
ajefferis@stmpdx.org

Principal or Contact Person: **Amy Jefferis**

School Name: **St. Thomas More Catholic School**

Address: **3521 SW Patton Road**

City, State, Zip: **Portland OR 97221**

Contact email: **ajefferis@stmpdx.org**

Contact Phone: **503-222-6105**