

**MCKENZIE SCHOOL DISTRICT
Lane County District No. 68
51187 Blue River Drive
Finn Rock, Oregon 97488**

August 10, 2021

POSITION VACANCY NOTICE

(Grant Funded, Aug. 2021 -June 2022 or longer depending on enrollment and grant funds)

- POSITION:** **Preschool Classroom Instructor to 3-5 year olds.**
- DUTIES:** Develop and introduce a pre-school program to children and families in the McKenzie School District. Duties include but are not limited to; curriculum planning and implementation, classroom management, facilitation of parent meetings, and parent education curriculum. Work closely with District staff to develop program that assists students in entering school ready to learn. Financial management, including record keeping and collecting of tuition.
- QUALIFICATIONS:** Preferred: Applicants should hold a Degree in Early Childhood Education or be able to pass a district test. Applicants should also have the following skills:
-The ability to manage crisis situations.
-Demonstrated effective written & verbal communication skills.
-Must be organized and able to complete responsibilities in a timely manner.
-Have a valid Oregon driver's license, current CPR/First Aid card
-Experience working with youth ages 3-5 and their families.
- WORK SCHEDULE:** 4 days per week, 30-36 hours per week. Some evening parent meetings/classes may be required. Must be available for trainings and in-service.
- SALARY/ BENEFITS:** Negotiable, depending on experience, grant guidelines and budgets (Salary range- \$16.00-18.00 per hour) Grant funded positions are not part of the districts Oregon School Employees Association Chapter No.74
- BEGINNING** August 2021 (exact start date to be announced).
- CLOSING DATE:** August 23, 2021
- CONTACT:** McKenzie School District Office
51187 Blue River Drive
Finn Rock, OR 97488
822-3338

Complete and send in: Cover letter, District Application, letters of support, school transcripts

This position is open to current McKenzie School District employees **and to applicants who do not work in the McKenzie School District.**

If your application is already on file and you wish to be considered for this position, please contact the district office to activate your application.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
INTERVIEW BY APPOINTMENT ONLY
The district reserves the right to fill or not fill this position.**