



Riverdale School District 51J

Dr. Brook MacNamara
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Riverdale High School
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Riverdale Grade School
503.262.4842
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CLASSIFIED STAFF VACANCY

Riverdale Grade School

Job Title: Grade School Office Assistant, .5 FTE
Schedule to be determined - 20 hours per week.

Starting Date: ASAP

Application Deadline: Until filled

Work Year: 181 days (175 Work Days during Academic Year & 6 Holidays)

Salary: \$10.30 per hour (Minimum)

Benefits: Medical/Dental/Vision Insurance (District pays pro-rated portion)
PERS (upon meeting PER's eligibility requirements Employee pays 6% IAP)

Basic Qualifications: High School diploma
Experience in school setting
Excellent communication and organizational skills
Able to work independently in a team oriented environment
Current first aid/CPR-AED card
Successful completion of District fingerprint requirements

Posted: January, 18, 2012

HOW TO APPLY

Complete an Edzapp statewide application @ <http://www.edzapp.com/>

Include in Edzapp file:

Resume, Letter of interest, and three current letters of recommendation

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Voice mail is available for messages 24 hours a day.

RIVERDALE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

<http://www.riverdale.k12.or.us>