

Baker Technical Institute
(a division of Baker School District 5J)
Summer Work Experience Assistant
IN & OUT OF DISTRICT
Date Open: April 8, 2021

POSITION INFORMATION

- Baker Technical Institute is currently seeking candidates for the position of Summer Work Experience Assistant during the Summer of 2021.
- Up to approximately 3 positions are available.
- Program dates are W – F for July 7, 8, & 9 from 9:00 a.m. – 3:00 p.m. and then M – Th for July 13 through August 13 from 9:00 a.m. – 3:00 p.m.
- Type 10 Driver Certification preferred, but not required.

MAJOR DUTIES AND RESPONSIBILITIES

- Work under the direct supervision of instructor or program coordinator and follow program plans provided in a group or one-on-one situation.
- Assist in creating and maintaining a positive environment that promotes optimum learning and the safety of students and staff in any educational setting.
- Utilize positive behavior management strategies to assure student safety, dignity, and responsibility for their own actions.
- Supervise students in all areas of the school and/or other educational settings as directed.
- Request, gather, prepare and store materials.
- Perform clerical duties, maintain accurate records, and operate office machines as needed.
- Maintain confidentiality in all areas.
- Comply with all applicable district, state, and federal policies and laws.
- Perform other duties as determined or assigned.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Must be able to work effectively as a team member in finding solutions to problems.
- Must be able to work independently as well as with other employees and/or administrators in a positive, productive manner.
- Must be able to maintain harmonious relationships with students.
- Leadership qualities and/or experience.
- Excellent interpersonal, conflict resolution and facilitation skills, including creative problem solving and mediating skills.
- Ability to apply effective instructional and management practices to direct and motivate all students.
- Flexible and adaptable; comfortable working with students; highly ethical with strong sense of integrity and fairness; advocate for students; willingness and ability to make time commitments.

PHYSICAL REQUIREMENTS

- Ability to physically perform job duties.
- Ability to hike and supervise students on physical excursions.
- Frequently required to walk, sit, handle or feel and reach with hands and arms.
- Frequently required to stand and stoop, kneel, crouch or crawl.

SALARY

- Current hourly wage will be paid for BSD Classified Employees. All others will be paid \$12.70 per hour.

APPLICATION PROCEDURE

- **In District: (Current Employee on Contract with the District)**
Submit a Letter of Interest and Resume to the Personnel Department at the District Office.
- **Out of District:** Apply at <https://www.baker5jcareers.org/apply-now> and submit a Classified Application, upload a Letter of Interest, a Resume, and two current Letters of Recommendation. If you have any questions, please call Cathy Martin, Personnel Department, at 541-524-2260 Ext. 1004, or email at cathy.martin@bakersd.org.

DISTRICT POLICY

It is the District's policy to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215). **OR** Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

CLOSING DATE

- Open Until Filled.