



Educational Assistant, (Full or Part time)

SnoSprings School, 25237 SE Iss.-Fall City Rd. Issaquah, WA 98029

PLEASE POST

2019-2020 School Year. Position open until filled.

Title and Duties

Educational Assistant 15-18 Students, Private School located on the Sammamish Plateau. Full time 8:25AM -3:15PM, M-F. or Part-time, M-F, 4 hours, 8:30AM-12:30PM or 4 hours Noon -4PM (30 min. flex)

- ✓ Assist with drop-off/pickup of PreK thru 2nd grade students.
- ✓ Assist or lead small group or individual instruction.
- ✓ Assist with preparation, duplication & delivery of instructional materials.
- ✓ Consistently enforce clear, positive behavioral expectations.
- ✓ Plan and supervise recess games and activities.
- ✓ Maintain professional appearance and communications.
- ✓ Maintain a clean, safe, happy and healthful school environment.
- ✓ Supervise student lunch and perform room cleanup activities.
- ✓ Greet all parent volunteers by name, and thank them upon completing their volunteer service each day.
- ✓ Consistently display a friendly attitude towards students, and parents, using soft, nurturing voice tones and friendly, smiling facial expressions.

Qualifications

The prospective candidate must have the following qualifications.

- ✓ Successful early childhood / elementary level training/work experience.
- ✓ Commitment to continued learning and professional growth.
- ✓ Current first aid / CPR certification. A WA State Teaching Certificate a +.
- ✓ Flawless character references and background check
- ✓ Special interest in music, art, science, PE, library media technology a +.

Contract

Work Agreement for the duration of the 2019-2020 school year, Sept thru June.

Salary & Benefits

Range \$18-24 per hour, depending on experience, degree and certificates, plus:
\$175 per month medical allowance and up to \$500 per year professional development allowance for full time team members, 50% for part-time.

Identity

Snoqualmie Springs School was established in 1998 as an independent, non-sectarian school. "SnoSprings" provides an individualized foundation education program for children in Pre-K, all day Kindergarten, first, second and third grades. The school is accredited by the Northwest Accreditation Commission and holds a Standards Certificate of Compliance issued by the Washington State Superintendent of Public Instruction. The school provides a unique learning environment, with small class sizes, in a log building surrounded by evergreens and gardens. For more info visit: www.snosprings.com

Location

SnoSprings is located near Issaquah, on the South end of the Sammamish Plateau, It serves students that reside in the Bellevue, Issaquah, Lake Washington, and Snoqualmie Valley School Districts.

Application Procedures

Candidates are encouraged to submit the following application package as early as possible to maximize consideration. (no phone calls please)

- ✓ Cover letter and resume
- ✓ Three references / letters of recommendation
- ✓ Copy of valid first aid certificate/CPR & specialty endorsements
- ✓ Copy of college transcripts (can be unofficial)
- ✓ Driver's License and SS# necessary for background check

Contact

Joe Drovetto, Chief Administrator, 25237 S.E. Issaquah-Fall City Road, Issaquah WA 98029 * (425) 392-1196 * email: jdrovetto@snosprings.com

To reduce classroom interruptions, email correspondence is preferred. Thank You.

Thank you for your interest in SnoSprings School