



MONROE SCHOOL DISTRICT #1J
365 North 5th Street
Monroe, OR 97456
541/847-6292 Phone 541/847-6290 Fax

Bill Crowson, Superintendent
Hilary Irwin, Business Manager
Tonya Casarez, Executive Secretary

Serving the communities of Alpine, Bellfountain, Irish Bend & Monroe
Where it takes all the communities to educate a child.

Monroe School District is currently seeking applicants for:

**Media Aide – Monroe High School
.5 FTE (4 hours/day)**

Monroe High School is searching for a part-time Media Aide to ensure a smoothly-functioning media center environment and to proctor student testing. Important qualities include ability to work with both staff and students, timeliness, and good organizational and time management skills

QUALIFICATIONS:

- Submit to and pass a criminal history check required by the school district.
- Be at least 21 years of age.
- Have a high school diploma.
- Knowledge of computers required; additional software knowledge preferred.
- Must be proficient in English, both oral and written.

RESPONSIBILITIES:

- Maintain files of media material
- Assist students with research using computer and/or reference books
- Assist in maintaining proper student discipline
- Assist in computerized testing of students
- Assist in on-line education for students
- Shelves, maintains and manages library inventory
- Other duties as assigned

SALARY/BENEFITS:

- Starting wage: \$16.22/hr
- District pays 6% towards PERS and up to \$626 toward monthly toward OEGB insurance or TSA account.
- District provides sick leave and personal days.

TERMS OF EMPLOYMENT:

- Working hours: 10am – 2pm
- 26-27 Work days: up to 177

PHYSICAL QUALIFICATIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Monroe School District is an equal opportunity employer. The district does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, disability, veteran status or any other status protected by applicable federal, state or local law.

Employment contingent upon eligibility to work in the United States and successful completion of required background checks.

For application materials, visit: <https://monroe.k12.or.us/employment/>

Submit your application materials via:

Mail or in person:

Monroe School District, Human Resources
365 N. 5th Street
Monroe, OR 97456

E-mail: tonya.casarez@monroe.k12.or.us

Fax: Monroe School District (541) 847-6290