

# **BOLINAS-STINSON UNION SCHOOL DISTRICT**

## **POSITION ANNOUNCEMENT**

**CLASSIFIED**

**INSTRUCTIONAL ASSISTANT/YARD DUTY SUPERVISOR**

**FIVE DAYS PER WEEK/3 – 5 HOURS PER DAY**

**2007-08 SCHOOL YEAR**

**SALARY: \$15.01 - \$17.37/hour depending on experience**

**PRORATED MEDICAL, VISION, AND DENTAL BENEFITS**

Bolinas-Stinson School is a K-8 elementary school district, located about 30 miles north of San Francisco on the Pacific coastline of Marin County. The school serves two communities and has two beautiful campuses, a kindergarten, first, and second grades campus just north of Stinson Beach and a third through eighth grades campus in Bolinas. Student enrollment for the 2007-08 school year is expected to be 104.

**INSTRUCTIONAL ASSISTANT:** Under the general supervision of the Superintendent, Principal, and/or Teacher, assists by providing instruction to individual or small groups of children or students in a classroom or an instructional resource setting, and/or prepares instructional materials; and/or performs a variety of clerical duties, as required.

**YARD DUTY SUPERVISOR:** Under the general supervision of the Superintendent or Principal, the yard duty supervisor monitors student behavior on the school grounds, corridors, classrooms, etc.

**APPLICATION DEADLINE IS AUGUST 24, 2007**

**INTERVIEWS ARE TENTATIVELY SCHEDULED FOR AUGUST 27, 2007**

**CALL 415 868 1603 FOR APPLICATION AND POSITIONS DESCRIPTION**

**A COMPLETE APPLICATION PACKET WILL INCLUDE:**

- District Application Form (Call (415) 868-1603 for application)
- Personal letter of application that includes your specific strengths and reasons why you would like to be a an Instructional Assistant/Yard Duty Supervisor at the Bolinas-Stinson School (1 page minimum)
- Current resume
- Three current letters of recommendation and current contact phone numbers

**APPLY TO:** Lawrence H. Enos - Superintendent  
Bolinas-Stinson Union School District  
125 Olema-Bolinas Road  
Bolinas, CA 94924

Bolinas-Stinson Union School District is an equal opportunity employer and maintains a smoke and alcohol/drug-free environment.

