



Reynolds School District #7  
Administration Building  
1204 NE 201<sup>st</sup> Avenue  
Fairview, OR 97024  
503-661-7200 • FAX 503-667-6932

February 23, 2015

Re: Substitute Noon Assistants, Substitute Educational Assistants\*, Substitute Secretaries,  
Substitute Health Room Assistants, Substitute Media Assistants, Interpreters & Licensed  
Substitute Teachers Needed

Dear Parents/Guardians/Community Members,

The Reynolds School District is in need of **additional** substitutes to help cover absences for classified staff (noon assistants, educational assistants, secretaries, media assistants, interpreters) & licensed staff (teachers) during the remainder of this school year.

The Reynolds School District will be hosting a Substitute Recruitment Fair, which is scheduled to be held on **Tuesday, March 3, 2015**. Please refer to the attached flyer for more information regarding the upcoming fair.

Substituting can be a great option for those seeking part-time employment and the ability to have a flexible schedule.

If you are interested in attending the open registration, please RSVP to <https://cascadetech.wildapricot.org/event-1870554> or Call: (503) 614-1273, regarding any questions you might have concerning the registration process.

Thank you for considering becoming a substitute for the Reynolds School District.

Sincerely,

A handwritten signature in blue ink, appearing to read "Heather Chao", with a large flourish extending from the end.

Heather Chao  
Executive Director, Human Resources

HC/lrp

Attachments: Substitute Recruitment Fair Flyer  
Training/Testing requirements and information for Substitute Educational Assistants

\* Substitute Educational Assistants are required to be Highly Qualified (HQ). Please see the attached documents in connection with obtaining that training/testing

*A great place for learning.*

[www.reynolds.k12.or.us/schools/](http://www.reynolds.k12.or.us/schools/)

## Are you looking for...

- A rewarding, part-time job with a flexible schedule?
- No prior experience needed?
- The ability to work close to home?

## The Reynolds School District is in need of substitutes:

- Educational Assistants\* - Highly Qualified Requirement\*
- Secretaries
- Licensed Teachers
- Noon Assistants
- Media Assistants
- Interpreters

Substitutes provide essential support to students and staff when regular employees are unable to report to work.

**\*Highly Qualified requirement: Must have Associate's (or higher) degree; or 2 years of study at a college or institution of higher learning; or Possess Work Keys or Para-Pro Certificate**

Substitute Position	Hourly Rate of pay
Educational Assistants – HQ requirement	\$13.44
Secretaries	\$13.17
Noon Assistants	\$11.09
Media Assistants	\$13.44
Interpreters	\$25.00
Licensed Teachers	\$21.44



### Recruitment Fair Location:

Reynolds High School (RHS)  
Multi-Purpose Room (MPR)  
1698 SE Cherry Park Road  
Troutdale, OR 97060

Please enter on West side, near RHS Performing Arts Center and Columbia Park

## Reynolds School District Substitute Recruitment Fair

### Tuesday, March 3, 2015

9:30 am-10:00 am Registration  
10:00 am-11:00 am Orientation  
11:00 am-3:00 pm Open house for:

Application process  
New Hire Paperwork  
Fingerprinting  
Background Check

Note the following fees, payable by **Check or Debit Card only:**

- Fingerprinting \$25
- Background Check \$59

Bring current identification documents (ex: Driver's License, passport, Social Security Card, Birth Certificate

**Please RSVP to: <https://cascadetechnology.com/event-1870554> or call: (503) 614-1273 for assistance with registering**

Reynolds School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any educational programs, activities or employment. Reynolds School District provides equal access to individuals with disabilities.

## **CLACKAMAS COMMUNITY COLLEGE**

### WorkKeys Testing: Proficiency Certificate for Teacher Assistants

If you would like to take the WorkKeys test in order to obtain a Proficiency Certificate for Teacher Assistants, please call the Clackamas Community College Oregon City campus Testing Center at (503) 594-3283 to make an appointment.

The testing fee is \$75, payable to Enrollment Services in **Roger Rook Hall, Room 110**. The fee covers testing, materials for the classroom evaluation and certification. Please bring the receipt to the Testing Center to take your WorkKeys tests.

When you come in for your WorkKeys test appointment, **\*be sure to bring the name and address of the teacher or school administrator who will be completing your observation packet.**

**\* Please contact Lori Phillips, Reynolds School District HR Specialist at (503) 661-7200 Ext 3238, for coordination and name of teacher or school administrator who will complete the observation packet.**

To obtain certification you must meet or exceed:

- Level 4 Applied Mathematics
- Level 4 Reading for information
- Level 3 Writing

You must also receive an acceptable rating on the Instructional Support Inventory (observation packet). The certificate is issued once all requirements are met. If you do not pass one of the WorkKeys evaluation areas, there is a fee to re-take that section:

\$15: Writing

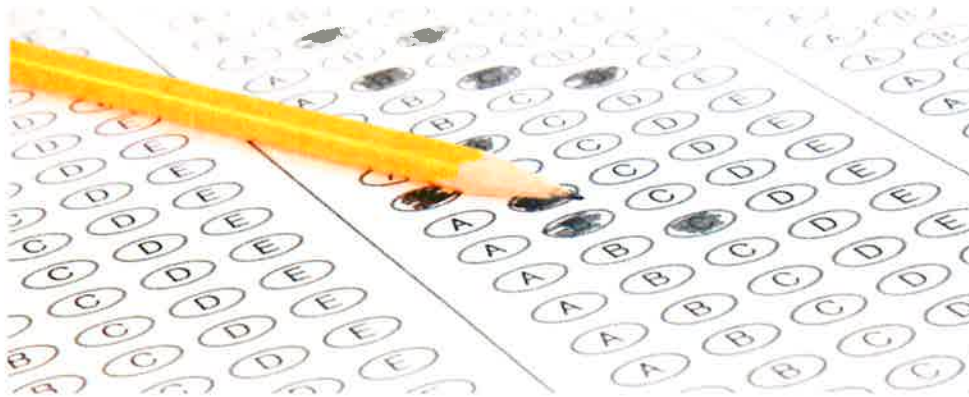
\$6: Math

\$6: Reading

\$30: Classroom Evaluation

**Contact Clackamas Community College Testing Department  
Oregon City - 19600 Molalla Avenue, Oregon City, Oregon 97045  
Call us: (503) 594-3283  
Email us: [testing@clackamas.edu](mailto:testing@clackamas.edu)**





# PARAPRO ASSESSMENT

**TAKE THE PARAPRO ASSESSMENT TO BECOME "HIGHLY QUALIFIED."**

## Identification (ID) Requirements

You must present acceptable photo ID. An acceptable ID must include your name, photograph, and signature.

Acceptable ID includes;

- A current valid photo driver's license
- A photo employment ID
- A current valid passport
- Military ID
- A photo student ID accompanied by an additional photo or signature ID (photo credit cards, or check cashing cards)

## Prohibited Items

- Cell phones, smart phones (e.g. Blackberry or iPhone), PDAs or other electronic, recording, listening, or photographic devices are not permitted in the test center. Possession of or use of any of these devices will result in immediate dismissal from the test center, forfeiture of test fees, and cancellation of test scores.
- Books or pamphlets
- Calculator (including calculator watches)
- Compasses
- Highlighter pens
- Mechanical Pens
- Any type of radio or music player with headphones
- Earplugs
- Watch alarms (including those with flashing lights or alarm sounds)
- Rulers
- Dictionaries (including electronic)
- Translators
- Papers of any kind

## TEST DATES

2014-2015 SCHOOL YEAR

September 10  
October 8  
November 12  
December 10  
January 14  
February 11  
March 11  
April 8  
May 13

## TEST TIME

TESTS WILL BEGIN AT  
1:30 P.M.  
LATE ARRIVALS WILL  
NEED TO RESCHEDULE  
YOU WILL HAVE 3  
HOURS TO COMPLETE  
THE TEST

## TEST LOCATION

Multnomah ESD  
11611 NE Ainsworth Circle  
Portland Oregon 97220

Computer Lab 1

Phone: 503-255-1841  
Fax: 503-257-1620

## TEST PREPARATION

BUY OR READ STUDY  
GUIDES AND PRACTICE  
TESTS AT:

[WWW.ETS.ORG/  
PARAPRO/TEST\\_PREP/  
MATERIALS](http://WWW.ETS.ORG/PARAPRO/TEST_PREP/MATERIALS)

Study Guide \$22.95  
Practice Test \$13.95

## TO REGISTER:

BRING \$75 TO  
HUMAN RESOURCES

11611 NE Ainsworth Circle  
Portland Oregon 97220

Phone: 503-255-1841  
Fax: 503-257-1620



Multnomah Education Service District

*A Regional Cooperative Opening Doors to Education*