

Washington State Legislative Page School Assistant Teacher

Page Program Description:

During each week of the legislative session, approximately 30-40 students ages 14-16 are chosen from across the state to serve as legislative pages. Pages assist with the Legislature's work by making deliveries and performing other office tasks. Pages also spend one of four 2-hour sessions each day attending page school. Page school is intended to be an interactive, stimulating opportunity for pages to learn about the Legislature's role, its process, and its participants. Find out more about the page school curriculum and activities by visiting www.leg.wa.gov/PageSchool/Pages/default.aspx.

Job Description:

The assistant teacher alternates with the page school teacher in delivering classroom instruction during the four school sessions each day. On some days during the week, both teachers work together for part of the time in all four classes assisting students. During the time when s/he is not actively involved in the classroom, the assistant teacher works in the office on routine weekly projects such as preparing schedules for mock committee hearings, editing photos for the weekly newsletter, preparing teaching documents or confirming guest speakers for the following week. Teachers arrive at approximately 7:45 a.m., Monday through Friday, and end their day after setting up for the following morning, approximately 5:30 p.m.

Desired knowledge, skills, and abilities:

- Bachelor's degree in Political Science, Education, Communications, History, or related field.
- Direct experience with Washington legislative process and familiarity with Washington State government.
- Experience with electronic and print resources for legislative research (e.g. how to track a bill).
- Experience and enthusiasm teaching and/or working with middle school/high school students.
- Ability to work with students with diverse backgrounds, interests, and abilities.
- Excellent written and oral communication skills.
- Ability to work cooperatively and collaboratively with multiple groups in a fast-paced environment.
- Ability to use technology for a variety of purposes (e.g. corresponding/creating documents through Microsoft Outlook and Microsoft WORD, creating newsletters with Microsoft Publisher, designing templates, using/creating EXCEL spreadsheets, PowerPoint).

Principle Duties:

- Assist in teaching and evaluating the page school curriculum.

- Work cooperatively with page school teacher in managing page school routines and responsibilities.
- Assist in creating the weekly page school newsletter.
- Help maintain a classroom that is intellectually stimulating and respectful.
- Help coordinate weekly guest speakers.
- Make full use of technology and teach pages how to use available resources.
- Work professionally and cooperatively with other page program and legislative staff.

Salary:

Commensurate with qualifications. This position is exempt from civil service.

Term of Employment:

The assistant teacher will start on approximately January 2, 2013, and finish work on/or before April 30, 2013. The first group of students will arrive on Jan. 14, when the legislative session begins.

Application Procedure:

Please submit the following documents:

- Cover letter ***specifically addressing the desired knowledge, skills, and abilities noted above.***
- Résumé
- Three employment references with telephone numbers and addresses.

Complete application packets must be received no later than **Friday, November 23, 2012.**

Please send application documents (***electronic application is preferred***) and direct questions to:

Judi Orr

Page School Teacher

PO Box 40600 – INB B-14

Olympia WA 98504

Orr.judi@leg.wa.gov

(253) 564-3639 (home phone)

Interviews will be conducted the week of **December 3, 2012.** All interviewees will be notified by e-mail when final selection is made.

The Washington State Legislature is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply.