



Washington State Legislature

Exempt Recruitment Announcement

Assistant Page School Teacher – Session Only

Opens: November 2, 2015 and Closes Friday, November 30, 2015, 5:00 pm

REPORTS TO: Page School Teacher

LOCATION: Olympia, Washington

SALARY: WILL DEPEND ON QUALIFICATIONS, NOT ELIGIBLE FOR BENEFITS

PAGE PROGRAM DESCRIPTION

Regular legislative sessions take place January through March in even numbered years, and January through April in odd numbered years. 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 performing various office tasks at stations throughout the campus.

In addition to their duties, pages also spend one of four, two-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.

The assistant teacher is a non-partisan position that begins on January 4, 2016, and finishes work on/or before March 15, 2016. The first group of students will arrive on Jan. 11, when the legislative session begins.

Teachers arrive at approximately 7:45 a.m., Monday through Friday, and end their day after setting up for the following morning, approximately 5:15 p.m.

RESPONSIBILITIES

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 he/she 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.

PRIMARY 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.
- Continuously research to provide up to date resources and information.
- Make full use of technology and teach pages how to use available online resources.
- Work professionally and cooperatively with other page program and legislative staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to pass a Washington State Patrol Background Check
- Experience and enthusiasm in teaching and/or working with middle school/high school students.
- Ability to work with students with diverse backgrounds, interests, and capabilities.
- Excellent written and oral communication skills.
- Ability to work cooperatively and collaboratively with multiple groups in a fast-paced environment.
- A dependable and strong work ethic, and the ability to maintain a professional and confidential manner at all times. Ability to seek and follow supervisory direction as required.
- Positive Attitude and the ability to be an exceptional team member.
- Ability to multi-task and to handle complex and difficult situations.
- Strong organizational skills and excellent attention to detail.
- Proficiency with Microsoft Office products such as Microsoft Word, Excel, and Outlook.

DESIREABLE KNOWLEDGE, SKILLS AND ABILITIES

- Valid Washington State Teaching Certificate
- 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).

HOW TO APPLY

Please submit the following information by 5:00 pm on [November 30, 2015](#):

- A letter of interest addressing the specific qualifications and abilities.
- A current resume detailing your experience and education.
- A list of at least three professional references, including one supervisor, with current telephone numbers and/or email contact information.

Send Application Materials and Direct any Questions to:

Leo O'Leary, Page School Teacher

PO Box 40600 – INB B-14

Olympia WA 98504

Chief.Clerk@leg.wa.gov

(360) 359-2050 (Phone)

We would prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf.