



WASHINGTON STATE LEGISLATURE

Exempt Recruitment Announcement

Assistant Page School Teacher Session Only

Opens: October 13, 2017 and **Closes:** November 15, 2017, 5:00 pm

REPORTS TO: Page School Teacher

LOCATION: Olympia, Washington

SALARY: WILL DEPEND ON QUALIFICATIONS, NOT ELIGIBLE FOR BENEFITS

PAGE PROGRAM DESCRIPTION

The page program allows 14-16 year olds the opportunity to participate in state government by becoming an employee for a full 40-hour workweek. For many, it is their first job, and they earn a stipend of \$35/day. Youth submit applications and are selected by the Senators and Representatives from their home districts. A page's common workday is divided between chamber floor duties, assisting in specific stations on campus, support and deliveries to member offices, and page school. Page school supplements the hands on learning experience with a classroom component geared toward understanding the mechanics of lawmaking and civic involvement.

Teaching in the page school provides a different dynamic each week. This is because it serves an extremely diverse population of students. School ages range from seventh through eleventh graders. Learning environments vary from homeschool, to public, private, and charter settings. It also accommodates special needs students, and some of the most advanced students in the state.

The assistant teacher is a non-partisan position that begins in December, and finishes work in March. The first group of students will arrive on Jan. 8. 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.

Find out more about the page school curriculum and activities by visiting:
www.leg.wa.gov/PageSchool/Pages/default.aspx.

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 they are 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.
- Ability to maintain a professional and confidential manner at all times.
- Present a non-partisan persona while facilitating conversations with conflicting viewpoints.
- 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.

HOW TO APPLY

Please submit the following information by 5:00 pm on November 15, 2017:

- 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 Coordinator
 PO Box 40600 – INB B-14
 Olympia, WA 98504
leo.oleary@leg.wa.gov
 (360) 786-7889

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



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