

NORTH WASCO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION – Classified – Educational Assistant I – Supervision Duty

Title: Educational Assistant I – Supervision

Classification: Classified/ESP

Reports To: Building Principal

Work Year 186 Days/Year

Job Purpose Statement/s:

Supervises students normally in non-classroom activities including playgrounds, lunchrooms, hallways, detention rooms and other in-door or outdoor gathering places for students, and assists with school clerical duties.

- Supervises students during recess periods on playgrounds and maintains a harmonious and safe environment for students, staff and parents.
- Supervises students in lunchrooms, assisting students with lunch, snack and cleanup routines.
- Supervises students before and after school by keeping a calm, disciplined atmosphere on the outside grounds, hallways and bus lines.
- Assists with the supervision of students during emergency drills, assemblies, and field trips.
- Assumes responsibility for play equipment and insures its return to the building.
- Directs the movement of students to and from the playground.
- Performs basic first aid for injured students.
- Enforces school rules in a consistent manner and follows guidelines for implementation of disciplinary actions.
- Detains students for alleged misconduct and delivers students to appropriate authority.
- Maintains equipment inventory and insures equipment is in safe working order before use.
- Reports illegal activities, questionable or unsafe conditions or problems with security to the Principal.
- Monitors all non-school personnel and directs them to the office or off school premises.
- Evaluates the seriousness of a given situation and sends someone for assistance, if necessary.
- Performs routine clerical tasks, including, counting and preparing money for bank deposit, maintaining records, copying, cutting stencils, alphabetizing and filing materials, operating office equipment, preparing basic art work, typing lists and reports, selling and recording lunch tickets, and maintaining supply inventory.
- Maintains a positive and effective relationship with students, staff, parents and patrons.

Education/Experience:

- High school diploma or general education degree (GED) and experience in working with children and/or young adolescents; or any satisfactory combination of experience and training as determined by the hiring authority.

Language Skills:

- Ability to read and comprehend instructions, correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to students, parents, and patrons.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Reading Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Certificates and or Licenses:

- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

Physical Requirements:

- In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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- Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

EMPLOYEE STATEMENT:

"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date