

North Wasco County School District
Job Description – Educational Assistant III – Special Education

Title: Educational Assistant III – Special Education

Classification: Classified ESP

Reports To: District Administration

Work Year: 186 Days

Job Purpose Statement:

The purpose of this position is to assist a classroom teacher by performing a wide variety of instructional and clerical duties along with student supervision.

Education:

- High School diploma or equivalent; 72 quarter hours of accredited college or equivalent education or successfully passed Work Keys Test in the areas of Math, Reading, and Business Writing.
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of basic teaching methods and procedures.
- Knowledge of instructional materials and their uses.
- Knowledge of effective student management techniques.
- Knowledge of current office practices and procedures.
- Ability to enjoy interaction with and effectively supervise students.
- Ability to instruct a wide variety of students in a number of different situations.
- Ability to understand the phases and temperaments of children and young adolescents at different growth and maturity levels,
- Ability to pass and physically demonstrate" the physical restraint of students under the Oregon State Restraint and CPI Guidelines.
- Ability to exercise good judgment in stressful situations.
- Ability to operate basic office and audio-visual equipment.
- Ability to accurately perform alphabetizing, record-keeping and filing procedures.
- Ability to accurately transfer, record and convey information and materials, as required by the position
- Ability to abide by the confidentiality rights of students and parents.
- Ability to work independently with a minimum of supervision.
- Ability to adapt to changing circumstances.
- Ability to apply school district rules, regulations, policies and practices in a fair, consistent manner.

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing
- Driver's License

Essential Duties and Responsibilities include the following (Other duties may be assigned). (Attendance)

- Assists with implementing the Individualized Education Plan (IEP) for each assigned student.
- Assists special education staff with preparation, implementation and evaluation of individual and group instructional and/or behavioral programs.
- Assists in communicating with teachers and parents on a students' progress.
- Assists with record-keeping to monitor students' daily and monthly data on learning progress.

North Wasco County School District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act

- Assists students in understanding instructional and/or behavioral concepts by reemphasizing the basic elements of teacher directed activities.
- Provides students with additional practice on identified skill area.
- Assists with the preparation of instructional and/or behavioral for classroom activities.
- Guides independent study, and remedial work set up by the teacher.
- Supervises and performs academic and classroom testing in accordance with established procedures.
- Sets up and operates audio-visual and other instructional equipment.
- Records grades, checks student work, corrects papers that do not require subjective evaluation and supervises testing and make-up work.
- Secures and stores instructional materials as needed by the teacher or students.
- Supervises students during instructional and non-instructional activities, including hallways, lunchroom, playground, gymnasium, and library and bus lines.
- Keeps records and charts of student progress.
- Assists in filing, sorting, alphabetizing, data collecting and organizing materials.
- Collects and accounts for monies received.
- Enforces classroom and 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.
- Monitors all non-school personnel and directs them to the officer or off school premises.
- 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.

Supervisory Responsibilities:

Supervision is not normally a responsibility of this position.

Language Skills:

Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures. Ability to read and comprehend instructions, correspondence and memos. Ability to write reports, business correspondence, school handbooks and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by machine.

Reasoning Ability:

Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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.

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Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" 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

2. Employee may use hands for repetitive:
Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:
Yes No

4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input 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

5. Lifting:
 Sedentary Work: Lifting 25 occasionally, 10 pounds regularly with frequent sitting and occasional standing/walking.
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking. **Note:** *Extra Lifting beyond 50 lbs in the SLC Programs must include equipment designed to assist lifting students, including and two-person lifts*
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As a 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