

**NORTH WASCO COUNTY SCHOOL DISTRICT**  
**JOB DESCRIPTION – Classified – Social Emotional Learning Assistant**

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<b>Title:</b>	Social Emotional Learning Assistant (SELA)
<b>Classification:</b>	Classified/ESP
<b>Reports To:</b>	Building Counselor/Building Principal
<b>Location:</b>	Elementary Schools
<b>Work Year</b>	186 Days/Year

**Job Purpose Statement:**

Provide and coordinate accommodations in the classroom for students, particularly those who exhibit significant behavioral difficulty as well as those students with developmental or learning needs. The primary function is to support students as they develop skills needed to succeed in the school environment. The work is performed under the supervision of a supervising teacher, school counselor, and school principal.

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.

- Provide direct assistance to elementary students with behavioral issues, emotional and physical needs;
- Gathers and prepares data of observations of student performance in academic and school activities for the purpose of monitoring and reporting progress with identified goals;
- Implement behavior plan for individual students;
- Assist teachers in implementing educational plans;
- Assists students by using behavioral strategies, positive reinforcements, social stories, peer facilitation and peer training for the purpose of teaching appropriate social behaviors in accordance with students' social and behavioral learning goals;
- Assists students in a group, or on an individual basis, with specific instructional tasks and/or specific student goals for the purpose of accommodating their development and growth;
- Assists students in ascending and disembarking the bus and transferring students to/from class for the purpose of providing supervision of students and ensuring their safety;
- Communicates with teachers and other members of the instructional team regarding assigned students' daily progress for the purpose of assessing students' progress;
- Provide feedback to supervising teacher concerning student performance and behavior;
- Carry out interventions designed by the school team;
- Complete appropriate district forms related to severe behavioral concerns;
- Assist students in all school settings, including school grounds, lunchroom, hallway, parking lot and any other area that requires monitoring;
- Maintain student and District confidentiality;
- Participates in training for the purpose of learning new skills relevant to working with students with disabilities and/or peers;
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit;
- Perform all work duties and activities in accordance with District policies, procedures and safety practices.

**Education/Experience:**

- High school diploma or general education degree (GED) and experience in working with children and/or young adolescents; ability to meet the requirements of the Elementary and Secondary Education Act (ESEA).
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).
- Knowledge of Trauma Informed Care (Preferred)

**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:**

- Certificates and licenses are not normally required for this position.

**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:**

1. In an eight-hour day employee may:

a. Stand/Walk	{ }None	{x}1-4 hrs	{ }4-6 hrs	{ }6-8 hrs
b. Sit	{ }None	{ }1-3 hrs	{x}3-5 hrs	{ }5-8 hrs
c. Drive	{ }None	{x}1-3 hrs	{ }3-5 hrs	{ }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 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

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally 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.

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.

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**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)."*

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Print Name

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Employee Signature

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Date

