



PARKROSE SCHOOL DISTRICT #3

**10636 N.E. Prescott Street
Portland, Oregon 97220-2699
(503) 408-2100**

PLEASE POST

DATE: January 22, 2019

Position Number: 1162

NOTICE OF VACANCY FOR 2018-2019 SCHOOL YEAR

**POSITION: EDUCATIONAL ASSISTANT-SPECIAL EDUCATION
PARKROSE HIGH SCHOOL
30 HOURS A WEEK**

Job Purpose Statement/s: The job of “Educational Assistant”, is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of students; relieving teachers of routine clerical tasks; and assisting students by providing for health care needs.

Essential Job Functions:

- **Administers** first aid and medical protocols, after appropriate training, as designated by the school nurse for the purpose of providing appropriate and emergency care for children.
- **Provides** physical assistance to students with disabilities which may include toileting, changing, feeding, lifting and supervising a variety of student activities including playground, cafeteria, safety patrol and bus loading or riding.
- **Assists** teachers and parents for the purpose of implementing lesson plans and/or developing students’ daily living and behavioral skills.
- **Implements** classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- **Monitors** students during classroom recesses within a variety of school environments (e.g. rest rooms, playgrounds, hallways, classrooms, library, bus stops, cafeteria, crossing streets, etc.) for the purpose of maintaining a safe and positive learning environment.
- **Maintains** classroom equipment, students’ files/records for the purpose of ensuring a safe and appropriate learning environment.
- **Performs** basic clerical functions, scheduling, copying etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials.
- **Reports** relevant performance & behavioral data of individual learners that supports the planning process. Reports incidents relating to specific students (i.e., discipline, accidents, etc.) for the purpose of communicating information to teachers and administration.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Confers** with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students’ progress and/or implementing of students’ objectives.
- **Participates** in various meetings for the purpose of sharing information and/or improving one’s skills/knowledge.

Work Expectations:

- Regular attendance at work must be maintained
- Punctual in meeting deadlines, attending meetings and following schedules

- Maintains confidential information relating to students, families and colleagues
 - Ability to communicate effectively
 - Ability to work as a team member
 - Ability to gather and report relevant data
 - Establish and maintain effective working relationships.
- **Skills, Knowledge and/or Abilities Required:**

Skills to perform:

- Operate standard office equipment

Knowledge of:

- The principles of child development and instructional processes

Abilities to:

- Understand and address students with special needs
- Understand and carry out oral and written instructions
- Read/interpret/apply rules, regulations and policies
- Rapidly learn methods and materials used in a variety of instructional situations

Skills to:

- Basic clerical functions
- Basic math calculations
- Provide for health care needs of students.
- Use English in both written and verbal form
- Use correct spelling, grammar and punctuation
- Maintain detailed and accurate records
- Operate standard office equipment including Micro Soft computer applications

JOB REQUIREMENTS - QUALIFICATIONS

- **Experience Required:** Prior job related experience in media.
- **License, Certifications, Bonding, and/or Testing Required:**
 - Oregon Department of Education - Criminal Justice Fingerprint Clearance – Cost of \$74.00 to the employee
 - First Aid/CPR/AED certification, or the ability to obtain
- **MUST MEET TITLE I ED ASSISTANT REQUIREMENTS as follows:**
 - *Two years of postsecondary study in an academic program, or*
 - *An associate's (or higher) degree, or*
 - *A passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing and mathematics when available.*

PHYSICAL REQUIREMENTS

- In a five (3.5) hour day the educational assistant may:
 - Stand/walk – 2 – 3 hours
 - Sit - 1 – 1.5 hours
 - Bend, kneel, squat, climb stairs or ladders
 - Ability to lift, carry, push and pull up to 50 pounds. May, after appropriate training and following approved methods, also require the ability to physically intervene with assistance 50 to 100 lbs.
 - Requires continuous reaching, bending, crouching, twisting, kneeling and the repetitive use of arms, hands, wrists and legs.
- The educational assistant will need:

- Near/far visual acuity, depth perception. unaffected field of vision, unaffected hearing, ability to talk/converse and the ability to evacuate students from classrooms/building

REPORTS TO: Building Principal

SUPERVISES: Students under supervisory licensed instructor.

JOB GOALS: Contributes to the educational and personal growth of students through positive adult-student interaction and examples. Facilitates the smooth operation of the school by assisting teachers as directed.

TERMS OF EMPLOYMENT: Job Classification E starts at \$13.65 an hour
Salary and fringe benefits as per Agreement between Board of Education and O.S.E.A. (Oregon School Employees Association)

CLOSING DATE: **FEBRUARY4, 2019 AT 4PM OR UNTIL FILLED**

APPLICATION PROCEDURE: *In order for your application file to be complete, you must submit the documents listed below onto TalentEd at the website link below. We do not accept hard copy applications.*

<https://parkrose.tedk12.com/hire>

- Cover Letter
- TalentEd Application
- Resume
- Two (2) current letters of recommendation

An Equal Opportunity Employer. Applicants with culturally diverse backgrounds are strongly encouraged To apply.

I have read the job description and understand the job functions and requirements:

Signature

Date