

JOB DESCRIPTION

POSITION TITLE:	ECSE Itinerant Educational Assistant
DEPARTMENT & PROGRAM:	Early Childhood Education
WORK YEAR:	Varies
SALARY PLACEMENT:	Range 13/14*
SUPERVISED BY:	Program Coordinator
ASSOCIATION:	Classified
FLSA STATUS:	Non-exempt

*Placement 14 is for bilingual positions

GENERAL DESCRIPTION OF THE POSITION:

The ECSE Itinerant Educational Assistant will, under the day-to-day direction of the teacher and/or related services staff, serve students in self-contained and community preschool or childcare settings. The Itinerant EA may also substitute for educational assistants who are absent. The Itinerant Educational Assistant helps set up and clean up the classroom space before and after each group, prepares materials and snacks, works with children individually or in a small group within the daily preschool routine, and attends to the health and safety of each child. The Itinerant Educational Assistant will also follow and support both the Clackamas ESD and the host school district's policies and procedures, perform other duties as assigned, and work cooperatively and harmoniously with children and their parents, co-workers and supervisors.

ESSENTIAL FUNCTIONS:

1. Reports to various preschool locations and start/end times on a day-to-day basis as assigned
2. Participates in training designed to familiarize and build skills to substitute in the ESD's ECSE classrooms
3. Fulfills educational assistant duties, as assigned by the ECE Specialist, when the educational assistant is absent
4. Accurately and consistently transports self to arrive on time at assigned locations throughout Clackamas County
5. Reports to ESD's Main Office when there are no classroom assignments and/or as assigned
6. Assists teaching individual children or children in a small group
7. Assists children in a variety of activities including arrival, departure, play, meals, and personal care, including changing diapers and soiled clothing
8. Assists with management of children's behavior using teaching and behavioral procedures which conform with best practices for young children and the individualized needs of each child
9. Implements fine and gross motor activities, and speech and language activities under the design and direction of an Early Childhood Specialist or related services staff
10. Follows the directions of the regular classroom staff and adapts interaction or instruction based on feedback
11. Assists in data collection or writing of progress notes as directed by the teacher or related service staff
12. Assists with maintenance of a clean, safe, and healthy classroom sites including proper disposal of waste, washing, and disinfecting materials
13. Organizes materials and prepares for instructional activities designed by the teacher or related service staff, and completes clerical tasks as assigned
14. Productively manages non-instruction time during planning or assignments at the ESD's Main Office and returns from breaks and lunch promptly
15. Maintains confidentiality

ADDITIONAL FUNCTIONS:

1. Follows and supports district and program values, policies, procedures and requirements
2. Works cooperatively and harmoniously with families, co-workers, supervisors, and community partners of diverse backgrounds
3. Maintains professional and technical knowledge by participating in professional development activities
4. Maintains regular communications including checking and replying to work email on a regular daily basis
5. Maintains regular and punctual attendance
6. Performs other duties as may be assigned

The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.

ESSENTIAL COMPETENCIES:

1. **CULTURAL RESPONSIVENESS:** Supports an inclusive work and learning environment for children, colleagues, business partners, and community members, where applicable; and actively demonstrates a commitment to provide equitable services to all communities CESD serves.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.
7. **COMMUNICATION:** Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

MINIMUM QUALIFICATIONS:

1. At least 18 years of age
2. High school diploma, GED, or equivalent preparation
3. Ability to operate and use technology for student instruction and/or care including computers, augmentative communication devices, and adaptive physical equipment
4. Ability to produce materials using computers, copiers, audiovisual equipment, and other office machines
5. Training or successful experience working with young children in an early childhood setting
6. Ability to work under the direction of multiple supervisors
7. Ability to work as a member of a collaborative team
8. Ability and willingness to provide for students' personal care needs including feeding, diapering, and assistance with toileting
9. Ability to acquire and maintain a valid first aid and CPR card
10. Written and oral communication skills sufficient to perform essential functions
11. Physical and mental attributes sufficient to perform essential functions

PREFERRED QUALIFICATIONS:

1. Bilingual. Bilingual candidates must pass a language proficiency assessment at an intermediate high to advanced level per CESD guidelines to be eligible for bilingual salary placement

WORKING CONDITIONS:

1. Work environments vary by position and may include offices, schools, outdoors, community, and stakeholder locations
2. Itinerant positions involve travel to multiple sites during day and week throughout the CESD service area, including use of personal vehicle
3. Travel may require use of agency vehicles or public transportation
4. Physical care and support of young children and school age students to support personal care and learning
5. Physical care or delegated medical tasks as designated in medical and emergency protocols prescribed for assigned children
6. Physical intervention as necessary in supporting young children and school age students while responding to challenging behavior
7. Exposure to communicable diseases common in young and school age children
8. Exposure to and use of various materials including wood, paper, cardboard, fabric, foam, glue, paint, latex, rubber gloves, soap, cleaning compounds, and potential food allergens
9. Occasional evenings and weekends may be required for program events

EQUIPMENT USED:

1. Wheelchairs
2. Hoyer lifts
3. Standing Frames
4. Personal Vehicles

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

- **Medium work.** Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work.

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)										
Lifting students who have physical impairments and are unable to assist. All students regardless of their size and weight are lifted by two people with the total weight of the student not evenly distributed between the two. Students weighing over 50 pounds will be lifted using a mechanical lift.										
01-30 lbs		Never		Rare		Occasionally	X	Frequently		Continuously
	General school supplies, teaching materials, food items, and backpacks									
26-50 lbs		Never		Rare	X	Occasionally		Frequently		Continuously
	Positioning of students in wheelchairs and assisting in the transfer of students.									
> 50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously

Employee may need to: (X = REQUIRED)										
Bend		Never		Rare		Occasionally	X	Frequently		Continuously
Climb		Never	X	Rare		Occasionally		Frequently		Continuously
Crawl		Never		Rare	X	Occasionally		Frequently		Continuously
Drive		Never	X	Rare		Occasionally		Frequently		Continuously
Kneel		Never		Rare		Occasionally	X	Frequently		Continuously
Reach (above shoulder)		Never	X	Rare		Occasionally		Frequently		Continuously
Reach (forward)		Never		Rare		Occasionally	X	Frequently		Continuously
Sit		Never		Rare		Occasionally	X	Frequently		Continuously
Squat		Never		Rare		Occasionally	X	Frequently		Continuously

Stand		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Twist		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Walk		Never		Rare		Occasionally		Frequently	<input checked="" type="checkbox"/>	Continuously
Run		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Stairs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Lying Down		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Hands may be used for: (X = REQUIRED)										
Grasping		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Pinching		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Finger Manipulation		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Wrists may be used for: (X = REQUIRED)										
Twisting/Turning		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Pushing/Pulling: (X = REQUIRED)										
01-30 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
31-50 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Carrying: (X = REQUIRED)										
01-30 lbs		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Description	Carrying of children (who are injured or in distress), for a max of 10 feet.									
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Description										

Environment Exposures (X = REQUIRED)									
Chemical Contact		Never	X	Rare		Occasionally		Frequently	Continuously
Moving Objects		Never		Rare	X	Occasionally		Frequently	Continuously
Noise		Never		Rare		Occasionally		Frequently	X Continuously
Safety Equipment		Never		Rare	X	Occasionally		Frequently	Continuously
Wetness		Never	X	Rare		Occasionally		Frequently	Continuously

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

X = Requirement | ☐ = Not Required

REASONING ABILITY:

- X** Complete routine, repetitive tasks with simple instructions
- X** Follow detailed instructions that require few changes
- X** Follow detailed procedures with several potential variables
- X** Accurately interpret behaviors and nonverbal communication and act on decisions
- ☐ Demonstrate logical or deductive thinking
- X** Provide creative, innovative solutions to job problems

CALCULATIONS:

- X** Perform simple copying, addition, counting, subtraction
- X** Perform multiplication and division
- ☐ Understand the metric system and conversions
- ☐ Manipulate fractions, decimals, and percentages
- ☐ Understand and use statistics
- ☐ Understand and use charts and graphs
- ☐ Understand and use advanced mathematics
- ☐ Understand the theoretical application of statistics and complex math

LANGUAGE:

- X** Read and understand product labels, policies written at the 10th grade level
- X** Follow verbal or demonstrated instructions
- X** Explain simple directions, copy data from one form to another
- X** Complete form letters or answer routine correspondence
- X** Compose correspondence independently
- ☐ Read and interpret complex technical material
- ☐ Speak and understand a second language
- ☐ Prepare complex reports and documents
- X** Speak with individuals and small groups in an articulate manner
- X** Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the position, and
3. I can perform the essential functions of this position without accommodation.

Print Name: _____

Signature: _____ Date _____

Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce along with the students and families that we serve.