POSITION: Educational Assistant 6-12

LOCATION: Pleasant Hill High School

REQUIREMENTS: Ability to work with and lead students in group and individually, under the supervision of a teacher to assist with tracking student attendance procedures. Knowledge of English grammar, composition and spelling. Knowledge of instructional techniques and ability to implement positive behavior support. Ability to communicate effectively, both verbally and in writing. Ability to establish and maintain effective working relationships with students, parents and staff. Prepare instructional materials, copy materials, develop visual aids and charts, Supervise students on the playground and in the cafeteria. Perform related duties consistent with job description and assignment. Requires Work Keys, AA Degree or equivalent of 2 years post high school education.

SEE ATTACHED JOB DESCRIPTION

HOURS: 6.5 hours per day, M-F, 180 days

SALARY: $12.36-$13.50 (2018-19 rate) per hour (based on experience)

CLOSING DATE: August 30, 2019 or until filled

INTERVIEWS: Finalists will be contacted for interviews

START DATE: September 4, 2019

TO APPLY: To be considered for this position the application packet must include:
1. Cover letter
2. District classified employee application
3. Current resume

Send completed application materials to: Pleasant Hill School District No. 1
Attention: Posting #1920-020
36386 Highway 58
Pleasant Hill, OR 97455

Or email to: ceastburn@pleasanthill.k12.or.us

THIS POSITION IS OPEN TO CURRENT PLEASANT HILL SCHOOL DISTRICT EMPLOYEES AND TO CANDIDATES NOT CURRENTLY EMPLOYED BY THE DISTRICT. THE SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL APPLICATIONS AND TO NOT FILL THE POSITION OR TO POST IT AGAIN.

Pleasant Hill School District No. 1 is an equal opportunity educator and employer.
Job Title: Educational Assistant – High School (Grades 6-12)
Reports To: Principal
FLSA Status: Non-Exempt

JOB SUMMARY
This position assists teaching staff in a high school (6-12) classroom settings by performing instructional tasks one-on-one with students and in small student groups. Also provides student supervision in various settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Assists students, individually or in groups, with lesson assignments including; but not limited to reading, math, and writing groups.
3. Tutors students individually or in small groups to reinforce and follow-up learning activities.
4. Oversees and supervises students during classroom activities in a variety of school settings, field trips, in the library, at lunch, and during recess.
5. Maintains and ensures safety and security of students at all times.
6. Assists teacher with maintaining student records, attendance records, and files.
7. Follows prescribed daily schedule as outlined by the teacher.
8. Works extended day hours in order to help students and parents outside student contact time.
9. Assists the teacher in grading papers, recording behavior data, and record keeping.
10. Assists teacher with formative and summative testing protocols.
11. Assists the teacher in the set-up and maintenance of the classroom, materials, and supplies.
12. Assists the teacher in scheduling appropriate meetings and completion of paperwork.
13. Assists the teacher in developing educational materials (copying, producing, laminating, etc.).
14. Maintains inventory and stocks school supplies as requested.
15. Assists students with managing behaviors, de-escalation, and resolving conflicts.
16. Assists teacher with preparing snacks for students as required.
17. Participates effectively at required meetings with teacher and other support staff using appropriate social skills, problem solving, and conflict resolution strategies.
18. Maintains discipline in the absence of the teacher.
20. Administers medication within the scope of District policy(ies), state, and federal law.
21. Improves professional competence by engaging in ongoing professional development, including, but not limited to: reading; workshops; and conferences.
22. Implements required provisions as outlined in IEPs, 504 plans, TAG plans, and as requested by the District.
23. Maintains appropriate certifications and training hours as required.
24. Maintains positive interactions with students, staff and community members.
25. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES
Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Assists students before and after school as part of Safety Patrol.
4. Reports issues to authorities as necessary, animal control, suspicious activity, etc.

SUPERVISORY RESPONSIBILITIES
All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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.
Education and/or Experience: Associate's degree (A.A.) or equivalent from two-year college or technical school or at least one year related experience and/or training or equivalent combination of education and experience. Prior successful experience working in a school setting or with young children strongly preferred.

Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others’ ideas, and contributing to building a positive team spirit. Demonstrated ability to successfully work with young children.

Language Skills: Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students and other school staff. Ability to read and interpret documents such as safety rules, IEPs, lesson plans, data, memos, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute and apply rate, ratio and percent to practical situation. Ability to draw and interpret a variety of graphs.

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

Computer Skills: General knowledge of computer usage and ability to use e-mail, spreadsheets, internet and word processing software, and other software programs as determined by the District. Ability to type accurately and proficiently.

Other Skills and Abilities: Ability to appropriately communicate with students, teachers, parents, and members of the community. Ability to exercise good judgment to meet timelines and work in a dynamic environment.

Certificates, Licenses, Registrations: Certificates as determined by the District. Ability to obtain a valid CPR/First Aid Card.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom and playground setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.