

JOB DESCRIPTION

POSITION TITLE:	Therapeutic Educational Assistant
DEPARTMENT & PROGRAM:	Special Programs
WORK YEAR:	185 Days
SALARY PLACEMENT:	Range 16/17*
SUPERVISED BY:	Program Coordinator
ASSOCIATION:	Classified
FLSA STATUS:	Non-Exempt

*Placement 17 is for bilingual positions

GENERAL DESCRIPTION OF THE POSITION:

The Therapeutic Educational Assistant (EA) assists the classroom teacher in instruction, personal management and positive behavior management to engage students whose disabilities may be intellectual disability, other health impaired, or emotional behavior disability, with high intensity support needs and extremely significant behavioral challenges.

ESSENTIAL FUNCTIONS:

1. Provides instruction under the direction of the classroom teacher to individual students in academic and functional skills domains including communication, self-care, social skills, community use, functional academics, leisure, and work
2. Participates actively in the process of completing functional behavioral assessments by collecting specific data related to students' behaviors and contributes to the development of students' Behavior Support Plans through sharing data and observations
3. Manages student behaviors by adhering to the Behavior Support Plan developed for the student, and utilizes principles of de-escalation at all times
4. Follows guidelines for use of the least intrusive intervention, and best practices, consistent with the students' needs and disabilities; provides feedback and adjusts the nature and frequency with which positive reinforcement is provided to students during individual sessions
5. Following the guidance of the LEEP Teacher, the EA instructs and/or assists students in following daily routines that include personal hygiene, toileting, arrival, departure, walking, recess, feeding, and transportation
6. Builds students' ability to communicate through consistent use of communication methods, implementing them with fidelity as instructed by the speech/language pathologist and classroom teacher
7. Provides for students' personal care needs including feeding and toileting
8. Performs health tasks and implements individualized protocols, as delegated by the CESD's Registered Nurse and assigned by the classroom teacher
9. Meets students' physical, communication, and instructional needs by using adaptive equipment and technology
10. Collects and records data on students' performance
11. Communicates accurately and effectively with other education staff, building administrators, employers, and community service providers related to instruction
12. Communicates with parents under the direction of, or upon request from, the teacher
13. Supervises students' arrival and departure, recess, breaks, and lunch, in the education facility and the community
14. Prepares materials for instructional activities designed by the teacher, and completes routine clerical tasks
15. Maintains a clean and safe classroom environment, including wearing protective gear, proper disposal of waste, washing, and disinfecting materials
16. Contributes to, and cooperates with, the classroom instructional team including the teacher, related services staff, other educational assistants, and support staff

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. Ability to work as a member of a collaborative team
6. Ability and willingness to provide for students' personal care needs including feeding, diapering, and assistance with toileting
7. Ability to acquire and maintain a valid first aid and CPR card
8. Written and oral communication skills sufficient to perform essential functions
9. Physical and mental attributes sufficient to perform essential functions
10. Ability to acquire and maintain appropriate Oregon State approved behavioral intervention and de-escalation certification
11. Ability to take data
12. Ability to look at data and student
13. Ability to get CPS trained and utilize in a school setting

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
2. AA or course work preferred

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 they 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	<input checked="" type="checkbox"/> Frequently		Continuously
		General school supplies, teaching materials, food items, and backpacks							
31-50 lbs		Never		Rare	<input checked="" type="checkbox"/> Occasionally		Frequently		Continuously
		Positioning of students in wheelchairs and assisting in the transfer of students.							
> 50 lbs		Never	<input checked="" type="checkbox"/> Rare		Occasionally		Frequently		Continuously

Employee may need to: (X = REQUIRED)									
Bend		Never		Rare		Occasionally	<input checked="" type="checkbox"/> Frequently		Continuously



Climb	Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Crawl	Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Drive	Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Kneel	Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Reach (above shoulder)	Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Reach (forward)	Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Sit	Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Squat	Never		Rare		Occasionally	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Frequently		Continuously
Run	Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Stairs	Never		Rare		Occasionally	<input checked="" type="checkbox"/>	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		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Pushing/Pulling: (X = REQUIRED)									
01-30 lbs	Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
31-50 lbs	Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
> 50 lbs	Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously

Carrying: (X = REQUIRED)										
01-30 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Description	Carrying of children (who are injured or in distress), for a max of 10 feet.									
> 50 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Description										
Environment Exposures (X = REQUIRED)										
Chemical Contact		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Moving Objects		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Noise		Never		Rare		Occasionally		Frequently	<input checked="" type="checkbox"/>	Continuously
Safety Equipment		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Wetness		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	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:

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

CALCULATIONS:

- Perform simple copying, addition, counting, subtraction
- 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:

- Read and understand product labels, policies written at the 10th grade level
- Follow verbal or demonstrated instructions
- Explain simple directions, copy data from one form to another
- Complete form letters or answer routine correspondence
- Compose correspondence independently
- Read and interpret complex technical material
- Speak and understand a second language
- Prepare complex reports and documents
- Speak with individuals and small groups in an articulate manner
- 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 accommodation(s) to perform the essential functions of the position, and
3. I can perform the essential functions of this position with or 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.