Clackamas EDUCATION SERVICE DISTRICT

Job Description ID Code: SD403

JOB DESCRIPTION

POSITION TITLE: Educational Assistant, Life Enrichment Education program (LEEP)
DEPARTMENT & PROGRAM: Special Programs (School-age)
WORK YEAR: Instructional Calendar
SALARY | PLACEMENT: Range 15/16*
SUPERVISED BY: Program Coordinator
ASSOCIATION: Classified
FLSA STATUS: Non-exempt

*Placement 16 is for bilingual positions

GENERAL DESCRIPTION OF THE POSITION:

The LEEP Educational Assistant (EA) informs, assists, and conducts small group and 1:1 lessons under the guidance of the LEEP Teacher following an approved teaching framework that provide students with complex disabilities the opportunity to engage in authentic structured activities that support the ability to access learning in the classroom, school building, and community. The EA assists the LEEP teacher in all daily classroom functions that include classroom instruction, personal care including toileting and feeding, data collection, and environmental organization and maintenance. The EA will also follow and support ESD policies and procedures, perform other duties as may be assigned, and work cooperatively and harmoniously with clients, co-workers and supervisors. The EA will operate out of an assigned classroom but may on occasion be required to substitute in geographically nearby classrooms when necessary.

ESSENTIAL FUNCTIONS:

1. Following the guidance of the LEEP Teacher, the EA assists and/or teaches individual and small groups of students in specially designed instruction that includes academics, communication, behavior regulation, self-care, social, leisure, employment, and community engagement skills.
2. 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.
3. Following the guidance of the LEEP Teacher, the EA supports students in engaging with peers in authentic activities of interest both in and outside the classroom.
4. Follows all student plans and programs written by related service specialists that include, AT/AAC, communication, behavior regulation, feeding, occupational therapy, physical therapy, and adaptive physical education.
5. Follows guidelines written in a student's plan for independence that uses the least intrusive intervention and best practices consistent with the student's Independent Education Program (IEP).
6. Performs health tasks and implements individualized protocols as delegated by the MESD's Registered Nurse and assigned by the classroom teacher.
7. Following the guidance of the LEEP Teacher and/or Related Service Specialist, the EA takes data that informs the development of appropriate IEPs that include data, data driven decision making, measurable and achievable goals and the implementation of those goals.
8. Communicates with the LEEP teacher informing of daily occurrences that require further attention to maintain a physically and emotionally safe climate, culture, and learning environment.
9. Following guidance of the LEEP teacher, acts to maintain a clean, safe, and organized environment following Universal Design for Learning.
10. Following guidance of the LEEP teacher, prepares materials for instructional activities designed by the teacher, including routine clerical tasks.
11. Implement all crisis intervention and physical management procedures following CESD approved systems. Serves as the primary source of information and assistance to substitute teachers assigned to the classroom.

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, including being a bus rider for a student.

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 communicate with 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 acquire and maintain all required certifications that include first aid/CPR, and crisis intervention and physical management.
6. Written and oral communication skills sufficient to perform essential functions.
7. 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.

W**ORKING 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 the day and week throughout the CESD service area, including use of personal vehicle.
3. Travel may require the use of personal or agency vehicles or public transportation.
4. Physical care and support of young children, school age and post high school 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/Fleet Vehicles
5. Staff will be trained to use various equipment that will be utilized according to student plans

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	**X**	Frequently		Continuously
	General school supplies, teaching materials, food items, and backpacks Lowest point: Ground Highest point: 6 feet									
30-50 lbs		Never		Rare	**X**	Occasionally		Frequently		Continuously
	Positioning of students in wheelchairs and assisting in the transfer of students. Lowest point: 1.6 feet (height of hands) Highest point: 3 feet (height of hands)									
> 50 lbs	**X**	Never		Rare		Occasionally		Frequently		Continuously

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

Sit		Never		Rare	X	Occasionally		Frequently		Continuously
Squat		Never		Rare		Occasionally	X	Frequently		Continuously
Stand		Never		Rare		Occasionally	X	Frequently		Continuously
Twist		Never		Rare		Occasionally	X	Frequently		Continuously
Walk		Never		Rare		Occasionally		Frequently	X	Continuously
Run		Never		Rare		Occasionally	X	Frequently		Continuously
Stairs		Never		Rare	X	Occasionally		Frequently		Continuously
Lying Down		Never	X	Rare		Occasionally		Frequently		Continuously
Hands may be used for: (X = REQUIRED)										
Grasping		Never		Rare		Occasionally	X	Frequently		Continuously
Pinching		Never		Rare		Occasionally	X	Frequently		Continuously
Finger Manipulation		Never		Rare		Occasionally	X	Frequently		Continuously
Wrists may be used for: (X = REQUIRED)										
Twisting/Turning		Never		Rare		Occasionally	X	Frequently		Continuously
Pushing/Pulling: (X = REQUIRED)										
01-30 lbs		Never		Rare		Occasionally	X	Frequently		Continuously
31-50 lbs		Never		Rare	X	Occasionally		Frequently		Continuously
> 50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously
Carrying: (X = REQUIRED)										
01-30 lbs		Never		Rare		Occasionally	X	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	X	Occasionally		Frequently		Continuously
Description	Carrying of children (who are injured or in distress), for a max of 10 feet.									

> 50 lbs	**X**	Never		Rare		Occasionally		Frequently		Continuously
Description										
Environment Exposures (X = REQUIRED)										
Chemical Contact		Never		Rare		Occasionally	**X**	Frequently		Continuously
Moving Objects		Never		Rare		Occasionally	**X**	Frequently		Continuously
Noise		Never		Rare		Occasionally		Frequently	**X**	Continuously
Safety Equipment		Never		Rare		Occasionally	**X**	Frequently		Continuously
Wetness		Never		Rare	**X**	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
X Demonstrate logical or deductive thinking
☐ 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
X 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
☐ 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
☐ Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

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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.