



**TITLE: EDUCATIONAL ASSISTANT 2**

**FLSA: Non-Exempt Classified**

**Salary Range: 9**

**PURPOSE:** To support student learning by assisting licensed staff in curriculum/program implementation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Exercises independent judgment in the management of classroom/program operations in a manner consistent with administrative direction, district policies and procedures, and goals of the instructional program.
- Effectively work with and respond to people from diverse cultures or backgrounds.
- Assists in the instruction of students in small group and one-one-one settings; adjusts lesson plans or teaching strategies during instructional activities sometimes in a reasonably autonomous fashion as necessary to achieve learning goals and objectives under the supervision of licensed staff.
- Provides supplemental practice in various learning experiences, including drills and activities using learning strategies designed by licensed staff to reinforce or modify skills.
- Assists in preparing instructional materials from licensed staff related to area of assignment; copies materials, develops visual aides and charts, and collects and distributes supplies and equipment.
- Facilitates students develop positive interpersonal relationships with peers and adults; promotes safety of the students by helping them develop self-confidence.
- Trains and assists students in behavior management and social skills; responds to discipline problems; acts as a role model.
- Maintains high standards and expectations for students in a manner that encourages independent learning and personal growth.
- Maintains, stores, and retrieves information in a timely, accurate, and efficient manner using standard office systems, equipment, and software.
- Supervises a variety of student activities throughout the building, sometimes outside the classroom and sometimes outside the traditional instructional day, as assigned, to support the district/building's discipline and instructional program (homework club, tutoring, etc.)
- Assists licensed staff in training volunteers and professionals to work with students in a manner that supports the district educational plan.
- Within specialized areas of assignment, exercises independent judgment to resolve issues and respond to requests for assistance.
- Performs minor medical and health procedures as requested in a manner, which meets state and district guidelines.
- Provides other related services as assigned.

**GENERAL PERFORMANCE REQUIREMENTS:**

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.



- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

**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.

- An associate's (or higher) degree, two years post-secondary study (72 quarter or 48 semester credits), or a passing score on a district approved assessment.
- Ability to communicate effectively, both orally and in writing; including communications to parents under the direction of the general education and special education teacher/service provider. Interest in learning to effectively use other communication systems.
- Ability to formulate ideas for program improvement.
- Ability to collect, record, store, retrieve, assimilate, organize, and utilize information and records efficiently.
- Ability to understand and implement the school/program's student discipline policy and manage student behavior effectively.
- Ability to work with challenging behaviors and creatively problem-solve difficult situations while using intervention strategies.
- Ability to understand and implement the school/program's instructional goals and carry out work assignments in a manner that supports those goals.
- Ability to interact effectively and collaboratively with individuals and groups of all ages.
- Ability to independently organize and carry out work assignments, follow student schedules or individualized education plans, and direct the work of students and others associated with the program.
- Proficient in use of classroom/program equipment and technology.
- Ability to obtain specialized training as required
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

**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 and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to regularly walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The employee regularly must lift, move, and/or carry up to 50 pounds, frequently lift and/or move up to 80 pounds, and occasionally lift and/or move more than 100 pounds with assistance. The employee may be exposed to blood borne pathogens. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

**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 noise level in the work environment could be usually moderate to occasionally high.

**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 (or the position itself) at any time as it deems advisable.

**EMPLOYEE STATEMENT:** I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### **ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature**