



TITLE: EDUCATIONAL ASSISTANT —LIFE SKILLS ASSISTANT

FLSA: Non-Exempt Classified

Salary Range: 12

PURPOSE: Assist licensed staff in the implementation of an individualized education program (IEP); to assist in the instruction of students with moderate to severe learning and/or physical disabilities by providing individualized and small group instruction and; to assist with student data collection.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in implementing developmental, academic and life skills instructional programs to students in settings where individualized instructional programs and teaching techniques are used to address moderate to severe learning and physical disabilities or special social/behavioral, cultural, and language needs of the students under the supervision of licensed staff. May work with small groups or in one-to-one settings.
- Exercises independent judgment to assist in the management of classroom/program operations in a manner consistent with administrative direction, district policies and procedures, and goals of the instructional program.
- Provides instruction to students under the supervision of licensed staff in small group and one-on-one settings; adjusts lesson plans or teaching strategies during instructional activities as necessary to achieve IEP goals and objectives.
- Implements a behavior management program under the guidance of a licensed staff; assists students in behavior management; providing education regarding appropriate interpersonal actions; responds to discipline problems; acts as a role model.
- Receives direction from an assigned licensed staff member. Methods of performing tasks are within the discretion of the employee as long as it is within the scope of achieving IEP goals and objectives.
- Provides supplemental practice in various learning experiences, including drills and activities using learning strategies designed by licensed staff to reinforce or modify skills.
- Helps students develop positive interpersonal relationships with peers and adults; promotes safety of the students by helping them develop self-confidence.
- Record and maintain accurate developmental data; and confer with licensed staff to provide feedback on student performance.
- Supervises students in and outside the classroom, such as riding bus, playground or job site in the community, to support the district/building's discipline and instructional program.
- Provides instruction to the student in basic skills, behavior, communication, self-help skills, motor skills, and academic skills, or any other instructional task as determined in the individualized education plan under the direction of the special education teacher/service provider.
- Assists students with basic skills, which may include feeding, toileting, therapy, transporting and other related needs. Assists students with physical movement, which may include lifting, and carrying of students; and assisting with communication which may require the use of specialized devices.
- Works with students who may exhibit challenging, including aggressive, behaviors and creatively problem solves difficult situations using intervention strategies within the scope of the IEP goals and objectives.
- Assists licensed staff in training volunteers, professionals and peer tutors to work with students in a manner that supports the district educational plan.
- Attends in-service and workshop training related to area of assignment; such as Crisis Prevention Institute (CPI) and applies training to instructional responsibilities.
- Implements nursing protocols, with appropriate training provided, under the direction of a district nurse. This may include G-Tube feeding, suction, tracheotomy care, catheterization, and others specific to individual student needs.



- 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. Following adequate training, ability to provide motor instruction in a swimming pool.
- 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, and crouch. With district approved training the employee may be required to restrain a student and/or provide physical assistance for extended periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must regularly lift, move, and/or carry up to 50 pounds, frequently lift and/or move up to 150 pounds with assistance. Also they must possess sufficient strength and dexterity to lift or position students. Also they may be exposed to bloodborne pathogens and bodily fluids.

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. The work may occur in the classroom, other campus learning environments, or other community-based settings including worksites.

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.

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups.

The following person has been designated to handle inquiries regarding discrimination: **Jennifer Duvall**, Human Resources Director and Title IX Coordinator, jennifer.duvall@corvallis.k12.or.us 541-757-5840 | 1555 SW 35th Street, Corvallis, OR 97333

El Distrito Escolar de Corvallis no discrimina en base a la edad, nacionalidad, color, discapacidad, expresión de género, identidad de género, origen nacional, situación de los padres o de su estado civil, raza, religión, sexo u orientación sexual en sus programas y actividades, y proporciona igualdad de acceso a los grupos de jóvenes designados. La siguiente persona ha sido designada para atender las consultas acerca de la discriminación: **Jennifer Duvall**, Director de Recursos Humanos y Coordinadora de Título IX,

jennifer.duvall@corvallis.k12.or.us

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