



TITLE: EDUCATIONAL ASSISTANT 3

FLSA: Non-Exempt Classified

Salary Range: 11

PURPOSE: To support student learning by taking a lead role to implement instructional programs under the direction of licensed staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Exercises independent judgment to manage 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.
- Receives direction from an assigned supervisor. Methods of performing tasks are largely within the discretion of the employee, who has considerable latitude in devising and applying management strategies and methods.
- 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.
- 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.
- Prepares communications, correspondence, reports and technical documentation related to area of responsibility upon request.
- Manages student behavior effectively in accordance with the building behavior policy.
- 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.)
- Leads the work of other classified staff, as assigned, in a manner that promotes team development and effective work.
- 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.
- Ability to formulate and implement 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 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.
- Demonstrated ability to develop, organize and carry out work assignments, and to plan and direct the work of students and others associated with the program.
- Ability to effectively perform multiple, simultaneous tasks with numerous interruptions.
- 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 20 pounds, frequently lift and/or move up to 40 pounds, and occasionally lift and/or move more than 60 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

EDUCATIONAL ASSISTANT 3

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature