



Clatskanie School District 6J Job Description Education Assistant

Job Title: Education Assistant
Reports To: Principal or Assistant Principal
FLSA Status: Non-Exempt
Employee Group: Classified
Bargaining Unit: OSEA

GENERAL DUTIES

Provide educational support to all students under the direction of licensed staff. Supervise students in various settings and monitor for safety concerns.

REQUIRED QUALIFICATIONS

- A. Must possess an Associate's degree, preferably including coursework in working with children in an educational setting.
- B. In lieu of Item A above, must possess both of the following:
 - a. High school diploma or GED, and
 - b. Passing score on a qualifying state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing, and mathematics. (In order to qualify, this assessment must meet the requirements of the federal *Elementary and Secondary Education Act*. Information about qualifying assessments is available in the Human Resource office.)
- C. Must possess an understanding of child development principles and practices.
- D. Must be able to communicate effectively with other employees and students using tact, courtesy and good judgment.
- E. Must be able to collect data and perform basic mathematical functions.
- F. Must be able to communicate in written and spoken English with accuracy and attention to detail. Ability to understand and execute oral and written instructions.
- G. Must be able to operate standard office equipment such as computer, word processor, calculator and photocopier.
- H. Must be able to pass a criminal background check.

ESSENTIAL RESPONSIBILITIES

- A. Assist students in various settings to meet their educational goals using appropriate strategies, methods, materials, and/or equipment
- B. Provide approved instruction to students of various sizes
- C. Assist teachers with identifying, gathering, and preparing instructional materials/resources and educational strategies

- D. Supervise students in various settings and environments
- E. Assist with classroom management and maintaining student discipline
- F. May assist with student mobility such as lifting, transferring, and transporting
- G. May be required to maintain current First aid/CPR certification, and implement medical protocols, as needed

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)				X	
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)				X	
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control				X	
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: Students, Furniture, Equipment

WORKPLACE EXPECTATIONS

- A. Maintain regular and punctual attendance

- B. Follow site and/or District protocol for reporting absences
- C. Follow all District policies, work procedures
- D. Follow all reasonable requests/instructions by proper authority
- E. Maintain the integrity of confidential information relating to students, staff, and District operations
- F. Work independently in the performance of routine duties
- G. Make sound decisions
- H. Participate in required meetings and trainings related to the position
- I. Maintain required licenses/certifications and successfully complete required trainings for the position
- J. Utilize the District's electronic systems and applications related to the position
- K. Dress in a professional and appropriate manner for the assignment and work setting
- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds
- M. Cultivate and model a respectful working and learning environment
- N. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language
- O. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator

EMPLOYEE STATEMENT

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (print)

Employee Signature

Date

Pay Grade: Based on salary agreement

Last Revised: June 2024