



Greater Albany Public Schools

SEA - Communications

Salary Level: See current CBA

Reports to: Building Principal

Work Calendar: 181 day (Elementary), 183 day (Secondary)

Classification: Classified

Location: Varies

Shift: Varies

Position Overview: Under direct teacher supervision, performs a variety of tasks assisting a teacher in the development of an instructional program by working with students individually or in small groups. Prepares instructional materials, maintains classroom discipline, and conducts planned activities using teacher designated methods and materials. In addition, provides assistance for the physically and mentally disabled learning disabled, emotionally disturbed, etc.

Responsibilities:

- Knowledge and experience in setting up and maintaining work systems.
- Ability to use and support a variety of behavioral and sensory work systems.
- Ability to support and maintain accurate data tracking systems.
- Assists in developing and carrying out individual programs of instruction and support for designated students under direct supervision of the teacher.
- Observes, collects data, and records student progress.
- Provides for physical needs of special needs students by feeding, diapering, toileting and the like.
- Assists with individual student testing.
- Assists with medically frail students.
- Supervises setting up and clean-up before and after activities.
- Prepares and organizes instructional materials as directed.
- Assists with student supervision as needed.
- Communicate effectively (both orally and in writing) with students, parents, and staff.
- Organizational ability, close attention to detail, appropriate handling of confidential information.
- Ability to follow school rules and policies.
- Ability to honor professional ethics and confidentiality.
- Responsible for materials preparation, record keeping and clerical work.
- Work as a team member and contribute in a positive manner to the relationships within the school community.
- Positive attitude, flexibility and enthusiasm

Minimum Requirements:

- High School Diploma, GED, or an equivalent combination of education, skills, and experience.

Desired Qualifications:

- Bilingual preferred but not required.
- Experience supporting students with autism spectrum disorder in inclusion and special class settings preferred.

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. Frequent or prolonged sitting. Crouching to work with younger students. Possibly moderate to high noise level. Frequent and prolonged talking/listening in conversations/meetings. Requires accurate perceiving of sound. Requires handling and working with a variety of materials and objects. Work may occasionally involve lifting/carrying objects weighing 10-30 pounds. Possible exposure to bodily fluids due to student injury or illness. Possible exposure to bodily harm due to student behaviors.

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. This position is primarily performed indoors in school buildings with outdoor instruction and supervision. This position involves working in close proximity to groups of children and adults. Evening and/or extended work hours may be required. This position may require traveling to multiple work sites.

Workplace Expectations: The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

Job Safety:

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or your safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

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. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

CANDIDATE 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, and if I am offered employment, I will inform the District prior to actually beginning work."

Candidate Signature

Date