



*Elgin*

SCHOOL DISTRICT

**ELGIN SCHOOL DISTRICT 23**

1111 Division St.

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Elgin, OR 97827

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[www.elgin.k12.or.us](http://www.elgin.k12.or.us)

**Job Title:** Educational Assistant  
**CLASSIFICATION:** Classified  
**FLSA STATUS:**

**PRIMARY ROLE:**

Performs the duties of an educational assistant, taking direction from a teacher, special education specialists or related provider to maximize the learning of children with a variety of abilities and disabilities. Assists students in developing independence in all aspects of the instructional program.

**QUALIFICATIONS:**

- To perform this job successfully, an individual must be able to perform each essential responsibility and essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual will hold a valid driver's license and have reliable, insured transportation.

**EDUCATION / WORK EXPERIENCE:**

- High School Diploma
- AA degree or experience preferred but not required

**REQUIRED SKILLS:**

- Follow District guidelines, rules and procedures
- Maintain integrity and confidentiality
- Exhibit regular punctuality and attendance
- Manage time efficiently and effectively
- Prioritize workload to accurately meet job requirements and timelines
- Cultivate positive and professional relationships, and show sensitivity to individual differences
- Demonstrate effective communication skills
- Resolve conflict in a professional manner
- Express ability to be flexible and cooperative in varying capacities
- Maintain organization and safety in the work environment
- Maintain and utilize data for planning and decision making
- Ability to demonstrate knowledge of professional responsibilities and seek and access resources for support as needed

**PERFORMANCE RESPONSIBILITIES:**

1. Meet the learning needs of individual students by assisting the consulting teacher in planning and implementing instructional strategies appropriate to students.
2. Carry out team designed programs as prescribed for the child by the IEP
3. Use learning activities designed to meet the needs outlined in the IEP and in accordance with stated objectives
4. Keep accurate record of activities and objectives for students
5. Use Positive Behavior Support program in and outside the classroom setting and manage discipline problems fairly and in accordance with board policies; thereby ensuring the safety, care, security and welfare of the students
6. Give clear directions and ensure student understanding
7. Present educational programs imaginatively and in a manner that captures attention, maintains interest and motivates students

8. Use time and materials effectively in relation to lesson goals and objectives
9. Demonstrate attention to child's health and physical safety, immediately notify consulting teacher of any treat to the child's wellbeing, report any suspected child abuse or neglect to Children Services or Law Enforcement
10. Assist students with toileting, respecting all students' need for privacy
11. Assist students with implementation of self-help skills in an effort to help each student achieve self-management skills
12. Maintain classroom learning activity and schedule under consulting teacher authority
13. Assist in the administration, scoring and recording of tests and data including written, oral and physical data.
14. Perform other reasonable duties that from time to time may be assigned to meet the usual and unusual demands placed on the organization.

#### **EVALUATION:**

Performance of this job will be evaluated by the building principal in accordance with procedure established by the board.

#### **EFFORT:**

##### **Mental:**

- Learn new tasks and remember processes
- Maintain focus, make timely decisions and complete tasks independently

##### **\Physical:**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.

#### **PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

**In 8-hour workday, this job requires:**

R - Rarely (Less than .5 hrs per day)

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

F - Frequently (2.5 – 5.5 hrs per day)

C - Continually (5.5 – 8 hrs per day)

NA – Not Applicable

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 of wrists				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control		X			

Pushing/Pulling - Maximum weight: 40 lbs.			<b>X</b>		
Lifting/Carrying - Maximum weight: 40 lbs.			<b>X</b>		

**NOTE:**

Elgin School District 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 essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the District's goals.

**EMPLOYEE STATEMENTS:**

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with IMESD."

"I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s)."