Northwest Regional Education Service District

**NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT**
**JOB DESCRIPTION**

**Position Title:** Instructional Assistant
**Department:** As Assigned
**Location:** As Assigned
**Reports To:** Principal or Program Administrator
**FLSA Status:** Non-Exempt
**Bargaining Unit:** Classified, OSEA
**Compensation:** Classified Salary Schedule - Range C
**Workdays:** 190 days per year

Prepared Date:
Revised Date: 03/2023; 01/2026

**NW REGIONAL ESD'S MISSION STATEMENT**
*In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

**GENERAL DESCRIPTION:**
In alignment with the NWRESD's mission statement, this position carries out program activities as planned and scheduled by licensed personnel. Instructional Assistants provide instruction to individuals and small groups of students, as advised by the licensed staff, with a focus on supporting Individualized Education Plans (IEP) and Individualized Family Service Plans (IFSP). This position supervises student safety and behavior in various settings.

**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.**

1. High School Diploma or equivalent
2. Ability to lift students from a wheelchair to the floor and back and on and off of a changing table.
3. Child Care Central Background Registry Clearance (applicable for all employees assigned to Early Learning positions/worksites).
4. Valid Driver's License; available transportation and proof of auto insurance
5. Ability to speak Spanish, preferred.

**KNOWLEDGE, SKILLS, and ABILITIES:**

1. Demonstrate a commitment to diversity, equity, inclusion, and belonging through continuous development, modeling inclusive behaviors, and proactively

managing bias

2. Ability to exhibit professionalism and effective human relations
3. Confer regularly with immediate supervisor
4. Proficient in the use of computer and internet-based applications, including but not limited to email, internet software, Google Suite, and word processing (MS Word)
5. Certificates as determined by the District, including a CPR certificate, Safety Care certificate, and instruction in bloodborne pathogens. Other training as required by the District.

**ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

A. Prepare instructional materials under the direction of a licensed teacher.
B. Provide instruction under the direction of a licensed teacher.
C. Assist the teacher in working with students to complete assignments.
D. Assist the teacher in grading and recording students' assignments.
E. Take and maintain data as needed and required by the licensed teacher.
F. Assist students with restroom needs as advised.
G. Maintain student safety and monitor appropriate behavior at recess, in class and during bus loading and unloading.
H. Notes discipline issues and completes accurate paperwork for reporting such incidents.
I. Participate in restraint training as required.
J. Maintain confidentiality.
K. Maintain regular and consistent attendance and punctuality.
L. Work collaboratively and communicate effectively with staff and customers at all organizational levels.
M. Wash and dry children's clothing as needed.
N. Wash dishes and toys as advised.
O. Sanitize desks, tables, straws, oral motor equipment, and other items as advised.
P. Arrange classroom furniture as advised.
Q. Perform other job duties as assigned.

**WORKPLACE EXPECTATIONS:**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds

- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities, as demonstrated by not more than an average of one day per month absent unless on a protected statutory leave. Maintain punctuality regarding deadlines, meeting attendance, and following schedules
- Work collaboratively with other departments

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy.

**REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**WORK ENVIRONMENT**:

Work is generally performed in a standard office setting. Travel to various sites may be required.

**Daily:**
• Requires regular focus on a computer screen.
• May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
• Precise control of fingers and hand movements required.
• Work activities may include bending, stooping, kneeling.

**Weekly:**
• Ability to perform job and communicate in a noisy environment.
• Travel to various sites may be required.

**Required Physical Demands of Essential Functions and Responsibilities:**

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 of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds and/or run after students to maintain safety.

**Note**: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.***

**Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be an antiracist organization. We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, Equal Employment Opportunity and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.