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## POSITION DESCRIPTION

**TITLE:** EDUCATIONAL ASSISTANT

**TYPE:** Classified

**Reports To:** Principal or Designated Administrator

### POSITION SUMMARY:

An Educational Assistant will perform a variety of duties to assist in the implementation of instructional programs for students. Function in an instructional setting separate from the teacher, exercising a considerable degree of skill with supervision within the framework of a teacher-planned and evaluated program. Prepares instructional materials; provide supervision of students throughout the day; maintains classroom discipline, and conducts planned activities using teacher designated methods.

### MINIMUM QUALIFICATIONS:

1. 18 years of age or older.
2. High School Diploma or equivalent by OAR 581-37-030.
3. Two-years (72-quarter hours) of post-secondary education; or an Associate's Degree from an accredited college or university; or a passing score on a recognized paraprofessional assessment test.

### ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Supervise individual or groups of students in an instructional setting without constant teacher oversight; work in team situations.
5. Deliver instructional programs to students on an individual or small group basis.
6. Possess basic clerical skills (i.e., typing, word -processing, operation of office equipment) and use those skills as directed.
7. Operates and cares for equipment in the reproduction of instructional materials.
8. Possess knowledge of proper English usage, mathematics, and a basic understanding of the subjects in which this position is to provide assistance.
9. Assist the teacher in preparing classroom and instructional materials aligned with best practices.
10. Assists teachers in the planning and implementing of learning experiences for students; confer with teacher to provide feedback on student performance.
11. Assist teacher in devising special strategies for reinforcing content material or skills based on an understanding of individual students, their needs, interests and abilities.
12. Assist in the instruction of students in groups or one-on-one settings, often without direct teacher supervision; revises lesson plan or teaching strategy during instructional activity as necessary to achieve instructional goals and objectives.
13. Supervises students, as directed, following all safety rules and taking all reasonable precautions to provide a safe and secure student environment. The following is a list of area you could be directed to supervise: playground, cafeteria, hallway, bus loading and unloading areas,

emergency drills, assemblies and other areas as needed.

14. Corrects papers and supervise testing and makeup work as assigned by the teacher.
15. Assists the teacher with bulletin boards and other classroom learning displays.
16. Handles matters of discipline in accordance with the district's discipline policies and procedures.
17. Assists with maintaining proper health conditions.
18. Maintains files of learning and testing materials.
19. Helps maintain a positive schoolwide learning environment.
20. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
21. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
22. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
23. Assists parents and community members as needed.
24. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
25. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
26. Complies with professional development activities as required by the District.
27. Holds expectations for high performance of self and students.
28. Demonstrates computer literacy and operates software programs as related to job responsibilities.
29. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
30. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
31. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
32. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

#### OTHER REQUIREMENTS:

1. Criminal Justice Fingerprint Clearance.
2. Professional development as required by District.
3. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
4. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
5. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
6. Possible exposure to bodily fluids due to student or employee illness or injury.
7. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
8. May be required to translate and/or interpret.
9. Occasionally performs other duties as required by supervisor.

#### PHYSICAL DEMANDS:

Physical Work Requirements:  Yes  No  
If yes, see addendum to Educational Assistant description.

TERMS OF EMPLOYMENT:

Current work year of approximately 187 days, subject to change. Daily work hours to be determined. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

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

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date