



# South Lane School District

## Job Description

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**Job Title:** Educational Assistant in Restrictive Programs  
**Assignment:** Owls Nest, Bridge classrooms  
**Reports To:** Building Administrator(s)  
**Evaluated By:** Building Administrator(s)

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### JOB SUMMARY

Assists special education teaching staff in a school setting by performing instructional tasks in small groups and one-on-one settings, record keeping, and supervision.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Follows and maintains knowledge of applicable District policies and procedures.
  2. Works directly with students with a variety of special needs.
  3. Monitors and assists students in all settings with academic work and behavior
  4. Maintains safe environment for students at all times.
  5. Assists with physical management of students including lifting, moving, positioning, feeding, and toileting or diapering and restraint when necessary under direction of the teacher.
  6. Implements and assists with IEP as directed by teacher.
  7. Assists staff with general office tasks.
  8. Follows prescribed daily schedule as outlined by the building administrator.
  9. Plans daily activities and instruction for students under the direction of the teacher.
  10. Obtains special training as directed to meet unique needs of assigned student(s).
  11. Administer medications within the scope of District policy(ies) and state and federal law, under the direction of licensed staff or building administrator.
  12. Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
  13. Attends work regularly and is punctual.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Assists office staff and teachers as necessary with clerical and cleaning duties.
2. Performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
3. Fills out communication log(s).
4. Attends in-service trainings.
5. Attends staff meetings.

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## SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## 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.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two years' related experience and/or training or equivalent combination of education and experience. Must meet current No Child Left Behind (NCLB) requirements. Prior successful experience working in a school setting or with special needs students strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with special needs students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, and word processing software. MS Office Suite (Word, Excel, PowerPoint, Outlook) and eSIS strongly preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements. Ability to obtain a valid CPR/First Aid card, Oregon Drivers License, Oregon Food Handler card, Mandt Restraint training, and STAR. Willingness to obtain Hepatitis C vaccine required.

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## 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds maximum. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision. Work with students who display extreme behavior, such as biting, hitting, spitting, and kicking will be required.

**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.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

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**OTHER**

**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. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee	Prepared Date: March 2014
Reviewed/Adopted By: SLSD School Board	Review Date: June 2014

I have read and understand this job description.

**Signature:**

**Date:**

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