

St. Helens School District
St. Helens, OR



Job Description

**CLASSROOM / GENERAL ASSISTANT
(IA)**

Reports To: Principal/Assistant Principal
FLSA Status: Non-Exempt

JOB SUMMARY

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

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 duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Guides and instructs students on the curriculum for the classes they are enrolled in for credit recovery.
3. Works closely with the teachers of record for the classes being offered.
4. Corrects daily work and guides students through the curriculum.
5. Administers chapter tests, checking tests out from the High School Curriculum Secretary and turning them back into him/her in a timely manner.
6. Assists teachers of record and checking in with them weekly.
7. Maintains student discipline in classroom/computer lab.
8. Provide one-on-one instruction to students using the computers.
9. Uses computer knowledge and skill to assist students with the Computer Literacy curriculum.
10. Assists students in using computers for tasks assigned by teachers of record.
11. Reports safety, sanitary and fire hazards immediately to supervisor.
12. Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
13. Attend work regularly and be punctual.
14. Other duties as assigned.

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 duties may be assigned.

1. Perform general office duties including answering phones, taking messages as appropriate, typing, copying, filing and sorting.
2. Assisting other staff when needed.
3. 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.

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 General Education Diploma (GED) and previous experience working in school or child care setting or equivalent combination of education and experience.
 - a. Prior successful experience working in a school setting strongly preferred.
2. Works well with others from diverse backgrounds.
 - a. 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.
3. Demonstrated ability to successfully work with young children.
4. Ability to communicate fluently verbally and in writing in English.
5. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff.
6. Ability to verbally respond to common inquiries from students.
7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.
8. Ability to write routine reports and correspondence.
9. 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.
10. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form.
11. Ability to deal with problems involving several concrete variables in standardized situations.
12. General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, teaching software and word processing software.
13. 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.
14. Certificates as determined by the District including meeting current No Child Left Behind certification requirements. Ability to obtain a valid CPR/First Aid Card.

SALARY

As negotiated in the OSEA agreement.

EVALUATION

As negotiated in the OSEA agreement.

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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; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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 work environment combines standard office settings including standard office equipment (fax, copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate, but occasionally high. Employees may be exposed to bloodborne pathogens.

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.

Prepared By: St. Helens SD

Prepared Date: 2023

I have read and understand this job description.

Signature: _____ **Date:** _____