

St. Helens School District  
St. Helens, OR



Job Description

# WELLNESS INSTRUCTIONAL ASSISTANT

**Reports To:** School Principal  
**FLSA Status:** Non-Exempt

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## JOB SUMMARY

This individual will support the school's Trauma Informed Care work. The main function of this role will be to support students struggling to maintain and develop self-regulation in the school's Wellness Learning Center (WLC). The WLC Assistant supports students in accessing sensory or calming activities in a Wellness Learning Center within the school so that the student may re-engage in classroom instruction. The WLC Assistant will work closely with the principal and relevant staff regarding student behavior intervention plans.

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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 duties may be assigned.*

1. Support student's accessing the Wellness Learning Center's sensory and calming tools as well as other interventions designed to help students regulate their emotions.
2. Introduce students to WLC and assist students in creating an individual coping skill plan to learn and practice in the room.
3. Develop positive relationships with students and staff to best support their needs.
4. Set up and maintain WLC rooms and stations in a clean and orderly fashion.
5. Maintains a safe environment for students at all times.
6. Collect, record and maintain WLC data collection.
7. Communicate and collaborate with building staff on strategies to build on students' WLC success in other parts of the school environment.
8. Communicate closely with administrators regarding any students on behavior intervention plans.
9. Communicate to teachers and administrators regarding student progress.
10. Participate in Wellness Center PLC and all relevant training.
11. Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
12. Maintain positive and professional behavior, including student/program confidentiality.
13. Cultivate and model a respectful working and learning environment.
14. Follows and maintains knowledge of all District policies and procedures.
15. Attend work regularly.

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## SUPERVISORY RESPONSIBILITIES

None

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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.

1. High school diploma or GED required.
2. Ability to communicate effectively both orally and in writing with students, staff, and administrators.
3. Ability to work as a team with teachers and administrators, and follow through with decisions made.
4. Demonstrate initiative and motivation.
5. Have working knowledge of the developmental needs of students and the ability to communicate successfully and develop rapport with students.
6. Ability to set consistent time limits as well as to provide understanding of those students learning self regulation strategies.
7. Experience and training working with students struggling with emotional and behavioral issues.
8. Enter data and generate reports from the web-based computer program.
9. Maintain an Oregon Driver's License.
10. Other qualifications as deemed necessary by the Superintendent.

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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 using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

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**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 is in an elementary school that 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 and occasionally high. 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.

Prepared By: OSBA, updated by SHSD

Prepared Date: 2023

I have read and understand this job description.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_