



St. Helens School District  
St. Helens, OR  
Job Description

## **Educational Assistant (EA)– Special Education**

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**Reports To:** Special Education Teacher

**FLSA Status:** Non-Exempt

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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 and record keeping for students with special needs.

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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. Follows and maintains knowledge of all District policies and procedures.
2. Works directly with students with a variety of special needs.
3. Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
4. Attends mainstream classrooms to assist special education students in achieving goals and providing supplemental support.
5. Assists students with tracking assignments and managing behaviors.
6. Assists teachers in correcting and recording student work and in testing students.
7. Implements Individual Education Plan (IEP) modifications at teacher's request.
8. Assists with physical management of students including lifting, moving, positioning, feeding, and toileting or diapering under direction of the teacher. May include assistance with catheter.
9. Escorts students to various school sites.
10. Models appropriate behavior in various social settings.
11. Presents subject matter to students, utilizing a variety of methods and techniques such as lecture, discussion and supervised role playing.
12. Confers with teaching staff on the progress of students.
13. Tests and evaluates students' abilities and progress as directed by the teacher.
14. Assists staff with record keeping, copying, filing, grading assignments and taking attendance.
15. Assists with IEP meetings.
16. Monitors and assists students as needed.
17. Assists with loading and unloading children from buses.
18. Assists the teacher in developing educational materials.
19. Follows a prescribed daily schedule as outlined by the teacher.
20. Plans daily activities and instruction for students under the direction of the teacher.
21. Assists the teacher in the set up and maintenance of the classroom, materials and supplies.
22. Assists the teacher in scheduling appropriate meetings and completion of paperwork.
23. Assists the teacher, when directed, in communicating with parents regarding the student's progress in general.

24. Participates effectively at regular team meetings with teachers and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
25. Supervises a variety of student activities including playground, cafeteria, bus loading and unloading, field trips, hallways and other areas where students gather.
26. Administer medications within the scope of District policy(ies) and state and federal law.
27. Maintains a safe environment for students at all times.
28. Problem solves to find solutions to problems between students.
29. Reports safety, sanitary and fire hazards immediately to the supervisor.
30. Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
31. Attend work regularly.
32. Other duties as assigned.

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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 duties may be assigned.*

1. Assists office staff and teachers as necessary including answering telephones, routing telephone calls or messages to appropriate staff and operating general office machinery including photocopy machine, computer and fax machine.
2. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
3. Washes and dries children's clothing as needed.
4. Washes dishes and toys and sanitizes desks, tables, straws, oral motor equipment and other items as directed.
5. Schedules IEP and other meetings, if directed by the teacher.
6. Inventories, orders and stocks supplies.
7. Files documents and records according to predetermined classifications, maintaining alphabetical index and cross references files.
8. Attends in-service training.
9. 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**

1. 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.
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3. 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 children strongly preferred.
4. 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 children who have a wide range of disabilities.

5. 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 and large 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, IEP's, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
6. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations.
7. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
8. General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, teaching software and word processing software.
9. 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 and appropriately react to a wide spectrum of behaviors of disabled students.
10. Certificates as determined by the District including meeting current No Child Left Behind certification requirements, bloodborne pathogen training, blood spill training and physical restraint training.

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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 is sometimes required to assist a student in standing, walking or sitting and may be required to move more than 100 pounds. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral 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 noise level in the work environment is usually moderate, but occasionally high depending upon the student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employees may be exposed to body fluids and 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: St. Helens SD

Prepared Date: 06/2023

I have read and understand this job description.

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

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