



## Instructional Assistant 2018-2019

<b>Posting Date</b>	12/20/2018
<b>Closing Date</b>	Open Until Position Filled
<b>Job Title</b>	Educational Assistant
<b>Description</b>	The job of Behavior Educational Assistant was established for the purpose of assisting with the instruction of individual or small groups of students and the implementation of behavioral and instructional support plans; monitoring and reporting student behavior and performance; May include some 1:1
<b>Starting Date</b>	Immediately
<b>Position Term</b>	2018-19 School Year
<b>Reports To</b>	Principal, Director of Special Education
<b>Salary</b>	13.62 - 15.62
<b>Hours</b>	Full-Time (this has not been determined yet)
<b>Location</b>	Marcola Elementary and or Mohawk Jr / Sr High School

### Marcola School District Vision

Candidates will possess the following qualifications that support our district vision “Students, Staff and Community Dedicated to Excellence”:

### Job Summary

The job of Special Education Behavioral Assistant was established for the purpose of assisting in the instruction of individual or small groups of special education students under the direction of a certificated teacher; assisting with the implementation of behavioral and instructional support plans; monitoring and reporting student behavior and performance; and performing a variety of clerical duties as assigned. This classification may involve two or more locations requiring travel between sites within the work day.



The Behavior Educational Assistant will perform duties that are instructional in nature and provide support for students as needed. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. The position will require a person to work 1:1 with a student, as well as in small groups in academic courses including reviewing or leading social emotional lessons from curricula or designed by a licensed teacher.

## Essential Duties & 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.*

Follows and maintains knowledge of applicable District policies and procedures.

- 1. Assists instructional staff in the preparation and adaptation of instructional materials for the purpose of providing activities and materials that facilitate student learning and performance.*
- 2. Assist the classroom teacher in the planning and implementation of instructional activities, including special strategies for reinforcing instructional material or skills, and with lesson assignments (reading, math and writing groups).*
- 3. Assists students by using behavioral strategies, positive reinforcements, social stories, peer facilitation and peer training for the purpose of teaching appropriate social behaviors in accordance with students' social and behavioral learning goals.*
- 4. Assists students in a group, or on an individual basis, with specific instructional tasks and/or specific student goals for the purpose of accommodating their development and growth.*
- 5. Assists students in arrival and departure and transferring students to/from class for the purpose of providing supervision of students and ensuring their safety.*
- 6. Communicates with teachers and other members of the instructional team regarding assigned students' daily progress for the purpose of assessing students' progress.*
- 7. Collect data as instructed by classroom teacher. Confer with the teacher to provide feedback on student performance, progress, and testing activities.*
- 8. Participates in training for the purpose of learning new skills relevant to working with students with disabilities and/or peers.*
- 9. Performs a variety of clerical duties (e.g., copying, filing, scheduling, transfer of data, materials preparation) for the purpose of supporting the educational program and specific classroom requirements.*
- 10. Participates effectively at regular team meetings with licensed staff member and other support staff, as requested, using appropriate social skills.*
- 11. Assists in maintaining a safe environment for student at all times.*
- 12. Reports safety, sanitary and fire hazards immediately to supervisor.*
- 13. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional and confidential manner.*



14. *Appropriately maintains and secures confidential records and inquiries and maintains confidentiality of information about students and staff*
15. *Professionally represents the school and the District in interactions with parents, community, staff, and students.*
16. *Maintains appropriate certifications and training as required.*
17. *Attends work regularly and is punctual.*

## 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.*

Assists office staff and licensed staff members 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.

1. Performs minor first aid in compliance with District policies and completes required paperwork in a timely fashion.
2. Assists on school field trips, as requested.

## SUPERVISORY RESPONSIBILITIES

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

## 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. Associate's degree (A.A.) or equivalent from two-year college or technical school required or a passing score on the WorkKeys exam. Must meet current No Child Left Behind (NCLB) requirements. Prior successful experience working in a school setting or with children strongly preferred.
2. 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 students.
3. 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.

4. 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.
5. Ability to appropriately communicate with students, licensed staff members, administrators and parents. Ability to exercise good judgment and work in an environment with constant interruptions.
6. Certificates as determined by the District including meeting current No Child Left Behind certification requirements and a valid Oregon Driver's License. Ability to obtain a valid CPR/First Aid card.

## 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. Specific vision abilities required by this job include close vision, distance vision, color 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 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.

**Employer Website:** [www.marcola.k12.or.us](http://www.marcola.k12.or.us)

## EEO and ADA Information

Marcola School District is an affirmative action/equal opportunity institution. The district does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race,



color, age, sex, national origin, disability, or otherwise prescribed by applicable state and federal laws and regulations. Marcola School District will provide reasonable accommodations for the known disabilities of all applicants upon request and with appropriate advance notice.

## Terms of Employment

Salary to be determined by the Board of Directors. Work schedules to be determined by the Superintendent or designee and will be based on the operational needs of the district.

Send resume and cover letter to Marcola School District Attn: Adrienne DAddabbo 38300 Wendling Road Marcola OR 97454. You can also email documents to [adaddabbo@marcola.k12.or.us](mailto:adaddabbo@marcola.k12.or.us)

Internal applicants please send a Letter of Intent to: Adrienne DAddabbo – [adaddabbo@marcola.k12.or.us](mailto:adaddabbo@marcola.k12.or.us) or Bill Watkins – [bwatkins@marcola.k12.or.us](mailto:bwatkins@marcola.k12.or.us).

## Application Requirements

- Cover Letter
- Professional Resume
- Completed Application

***Marcola School District is an Equal Opportunity Educator and Employer***