



38300 Wendling Road
Marcola, OR 97454
541-933-2512
www.marcola.k12.or.us

Terry Augustadt - Superintendent

Heather Vanderploeg - Executive Assistant

EMPLOYMENT OPPORTUNITY

INTERNAL AND EXTERNAL JOB POSTING

#PEA-05032021

Preschool Educational Assistant 2021-2022

Posting Date	May 3, 2021
Closing Date	May 9, 2021 or Until Position Filled
Job Title	Preschool Educational Assistant (2 positions)
Description	The Preschool Educational Assistant is responsible for all aspects of the care and education for the children enrolled in his/her class.
Starting Date	June 22, 2021 - August 12 2021-22 school year
Position Term	Summer of 2021 & 2021-2022 school year
Reports To	Lead Teacher and Building Principal
Salary	13.96 - 16.03
Hours	Summer of 2021 - Tuesday-Thursday 5hrs 2021-22 school year - Monday-Thursday 6hrs
Location	Marcola Elementary School

[APPLY HERE](#)

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 preschool educational assistant is responsible for the direction and overall supervision of a group of preschool children. Performs activities that ensure the safety, involvement, and creativity of each individual in the group. Works cooperatively with the lead teacher and other instructional staff to discuss and aide in the implementation of daily plans in accordance with the current curriculum.

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.

Follows and maintains knowledge of applicable District policies and procedures.

- 1. Assists instructional staff in planning and implementation of activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.*
- 2. Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.*
- 3. Organize and lead activities designed to promote physical, mental and social development.*
- 4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.*
- 5. Establish clear, age appropriate objectives for all lessons, units, and projects, and communicate those objectives to children.*
- 6. Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.*
- 7. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.*
- 8. Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.*
- 9. Enforce rules for behavior, and procedures for maintaining order.*
- 10. Observe and evaluate children's performance, behavior, social development, and physical health.*
- 11. Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.*
- 12. Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.*
- 13. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.*



14. *Prepare reports on students and activities as required by administration.*
15. *Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.*
16. *Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.*
17. *Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.*
18. *Attend staff meetings, and serve on committees as required.*
19. *Meet with other professionals to discuss individual students' needs and progress.*
20. *Administer tests to help determine children's developmental levels, needs, and potential.*
21. *Enforce all administration policies and rules governing students.*
22. *Assists in maintaining a safe environment for students at all times.*
23. *Report safety, sanitary and fire hazards immediately to supervisor.*
24. *Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional and confidential manner.*
25. *Appropriately maintains and secures confidential records and inquiries and maintains confidentiality of information about students and staff*
26. *Professionally represents the school and the District in interactions with parents, community, staff, and students.*
27. *Maintains appropriate certifications and training as required.*
28. *Perform other related 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 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. Prior successful experience working with preschool aged 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. Knowledge of instructional methods appropriate for preschool-aged children
4. Desire and ability to work with children with diverse backgrounds and levels of ability toward accomplishing their educational and developmental goals
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 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.
6. 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.
7. 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.
8. Certificates as determined by the District including a valid Oregon Driver's License and ability to obtain a valid CPR/First Aid card.



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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. 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. Employees may be exposed to bloodborne pathogens.

Employer Website: www.marcola.k12.or.us

EEO & 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 Superintendent using the OSEA CBA. Work schedules to be determined by the Superintendent or designee and will be based on the operational needs of the district.



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Please submit your application including all required documents by following this [link](#) OR mail to MSD Human Resources Attn: Heather VanderPloeg 38300 Wendling Road, Marcola, OR 97454 OR email documents to hvanderploeg@marcola.k12.or.us

Internal applicants please send a Letter of Intent to Heather VanderPloeg, Human Resources - hvanderploeg@marcola.k12.or.us

APPLICATION REQUIREMENTS

- Cover Letter
- Professional Resume
- Completed Application

Marcola School District is an Equal Opportunity Educator and Employer