

# GRESHAM-BARLOW SD 10J

## Educational Assistant - Instructional/Health Assistant/Secretary, HAES (1125)

### JOB POSTING

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#### Job Details

*Title*

**Educational Assistant - Instructional/Health Assistant/Secretary, HAES**

*Posting ID*

**1125**

*Description*

**Posting Date:** July 17, 2017

**Application Deadline:** In-District Bargaining Unit Members July 24, 2017. If position is not filled with a bargaining unit member, outside applicants will be considered thereafter until filled.

**Projected Start Date:** Approximately August 29, 2017. Exact date to be determined by the district.

#### **Hall Elementary School**

##### One Position

**Secretary 1**

**1 hour/day, 182 days/year**

**2016 -2017 Salary Range \$14.20 to \$20.21/hour**

**Health Assistant**

**2 hours/day, 182 days/year**

**2016 -2017 Salary Range \$14.20 to \$20.21/hour**

**Educational Assistant 3 - Instruction**

**2 hours/day, 182 days/year**

**2016 -2017 Salary Range \$13.70 to \$19.50/hour**

#### **JOB TITLE: School Secretary**

**Job Summary:** The job of "**School Secretary**" is done for the purpose/s of providing clerical support to school site administrative functions; conveying information regarding school and/or District functions and procedures; ensuring compliance with financial, legal and administrative requirements of assigned functions.

#### **Essential Job Functions:**

- Administers first aid and medication to students for the purpose of meeting their immediate health care needs
- Composes documents (i.e. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc
- Evaluates situations (i.e. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution
- Monitors assigned activities and/or program components (i.e. attendance program budget, timesheets, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements
- Prepares written materials (i.e. brochures, newsletters, etc.) for the purpose of conveying information regarding school and/or district activities and procedures
- Processes documents and materials (i.e. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties
- Reconciles cash accounts as assigned for the purpose of maintaining accurate balances and complying with accounting practices
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required
- Assists parents in the registration and entry of new students to the school
- Supervises students for the purpose of monitoring students referred for disciplinary actions

- Supports principal and/or other school administrative personnel for the purpose of providing assistance with their administrative functions
- Maintains students' permanent records for students enrolled and will request or transmit student records according to administrative procedures
- Prompt and regular attendance

**Other Job Functions:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Handles funds
- Supervises student workers for the purpose of ensuring appropriate class credit and/or learning experience
- Assists with the transportation needs of students, including walking them to and from the bus, supervision of students on the way to and from the bus, supervision of loading and unloading of busses, arranging for the transportation needs of students

**Essential Job Requirements - Qualifications:**

- Experience Required: Prior job related experience with increasing responsibility.
- Skills, Knowledge and/or Abilities Required: Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, administer first aid. Knowledge of rules and regulations related to assigned school, basic budgeting, financial and statistical record keeping, standard office equipment. Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds, maintain confidentiality pertaining to personal information about employees, students and parents. Significant physical abilities include reaching/handling/fingering, talking/hearing conversation, near visual acuity/visual accommodation.
- Education Required: High School Diploma or equivalent.
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance, Cardiopulmonary Resuscitation and First Aid Certificates.

**Job Summary:**

The job of "**School Health Assistant**" is done for the purpose of assisting school personnel with specific student health issues.

**Essential Job Functions:**

- Collects and maintains data and records on student health issues as required by the district, state, and federal regulations
- Assists other school personnel with health screenings
- Maintains and updates student health records
- Where appropriate, administers medication to students
- Provides delegated health care tasks for students with chronic health problems
- Provides authorized first aid to students
- Collects immunization and tuberculosis data
- Contributes to a positive and productive work environment
- Composes reports and documents for administrators and other school staff regarding student health issues
- Manages referrals from other school staff members
- Processes documents and materials for the purpose of disseminating information to appropriate parties
- Orders necessary supplies and other materials as requested
- Maintains appropriate student records for student health histories
- Communicate effectively with parents related to student health issues
- Prompt and regular attendance

**Other Job Functions:**

- Assists other personnel as may be required for the purpose of supporting them
- Performs selected tasks from School Health Management Plan as delegated and supervised by the Registered Nurse
- Other duties as assigned

**Essential Job Requirements - Qualifications:**

- Experience Required: Prior job related experience in special services with increasing responsibility
- Skills, Knowledge and/or Abilities Required: Skills to operate standard office equipment including use of specific computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, administer first aid. Knowledge of rules and regulations related to assigned school (and special education processes and procedures). Ability to exercise good judgment and in identifying, handling and protecting confidential information. Ability to sit for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.
- Education: High school diploma or equivalent
- Licenses: Criminal Justice Fingerprint Clearance and first aid certificate

**Job Summary:**

The job of "**Instructional Assistant**" is done for the purpose/s of assisting, under direct supervision, the supervision and instruction of students and relieving teachers of routine clerical tasks. Assistance to the licensed teacher is achieved through the planning and implementation of assigned instructional programs for students who are not in categorical programs (e.g. special education, ELL).

**Essential Job Functions:**

- Assists through one on one and small group instruction and tutoring; and can include assistance in the testing of students and performing a variety of clerical duties in support of the teacher.
- Works under the supervision of an appropriately licensed teacher who assigns the instructional activities that the instructional assistant carries out
- Works in close and frequent proximity to the appropriately licensed teacher with access to assistance and consultation and regular monitoring
- Confer with teacher(s) to provide feedback on student performance in their areas of instructional responsibilities.
- Conduct student testing using prescribed test batteries; correct tests and record scores on student(s); and inform teacher(s) of any unusual academic or behavioral needs.
- Help support students in developing positive interpersonal relationships with peers and adults.
- Promote safety of the students through the application of the district's student management and safety guidelines
- Monitors individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment
- Prompt and regular attendance

**Other Job Functions:**

- Maintains classroom equipment, materials, and students' files, records, etc. for the purpose of ensuring availability of items as may be required
- Performs record keeping and basic clerical functions, scheduling, copying, etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials
- Administers first aid and medical assistance (e.g. tube feeding to students) for the purpose of providing appropriate care for ill, medically fragile and/or injured children
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Confers, under the supervision of the teacher, with teachers, parents, and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing of students' objectives
- Participates in various meetings for the purpose of sharing information and/or improving one's skills/knowledge
- Assists with the transportation needs of students, including supervision of students to and from the bus, supervision of loading and unloading of busses, and arranging for the transportation needs of students

**Essential Job Requirements - Qualifications:**

- Experience Required: Prior job related experience, paid or volunteer, with school age children.
- Skills, Knowledge and/or Abilities Required: Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in verbal and written form, and use correct grammar, punctuation and spelling. Knowledge of principles of child development, instructional processes. Abilities to sit for prolonged periods, understand and

carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.

- Education Required: Completed associates or higher degree, completed at least two years of study at an institution of higher education (72 college quarter hours or more) or met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment, knowledge of and ability to assist in instructing reading, writing, and mathematics.
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and First Aid/CPR card.

\*All employees hired by the school district into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$74.00 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.

**Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.**

*Shift Type*

**Classified Part Time**

*Salary Range*

**\$13.70 - \$20.21 / Per Hour**

*Location*

**Hall Elementary School**

**Applications Accepted**

*Start Date*

**07/17/2017**