

# GRESHAM-BARLOW SD 10J

## Educational Assistant - Functional Skills, DMMS (1194)

### JOB POSTING

---

#### Job Details

*Title* **Educational Assistant - Functional Skills, DMMS**

*Posting ID* **1194**

*Description*

**Posting Date:** September 6, 2017

**Application Deadline:** In-District Bargaining Unit Members September 12, 2017. If position is not filled with a bargaining unit member, outside applicants will be considered thereafter until filled.

**Projected Start Date:** Approximately September 18, 2017. Exact date to be determined by the district.

#### **Educational Assistant - Functional Skills**

**Dexter McCarty Middle School**

**5 hours/day, 185 days/year**

**Salary Range \$15.01 to \$21.36/hour**

#### **JOB TITLE: Educational Assistant – Functional Skills (Special Education)**

##### Job Summary:

The job of "Educational Assistant – Functional Skills" is done for the purpose(s) of assisting (under the direct supervision of special education teacher and/or specialist) in the instruction and supervision of students with severe to profound disabilities; relieving teachers of routine clerical tasks; and assisting students by providing for special health care needs. Students may have one or more cognitive, physical, academic, emotional and/or sensory challenges and require intensive services and supports that often include delegated health care needs.

Essential Job Functions carried out under the guidance and direction of special education teacher and/or specialist:

- Assists teachers and specialists for the purpose of implementing individualized lesson plans and/or developing students' daily living and behavioral skills (e.g. hygiene and grooming, communication, social and/or frustration-management, skills)
- Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce individualized and classroom objectives
- Administers first aid and medical assistance (e.g. tube feeding to students, catheterization, toileting, medications, seizure protocols) for the purpose of providing appropriate care for medically fragile, ill and/or injured children
- Maintains specialized and classroom equipment and student's files/records as pertain to special education files/records for the purpose of ensuring a safe and appropriate learning environment
- Monitors individual students, classroom, arrival and dismissal, lunch, mainstreamed and/or playground activities for the purpose of providing a safe and positive learning environment
- Performs recordkeeping and basic clerical functions, scheduling, copying, etc. for the purpose of supporting the teacher in maintaining student files, written school-to-home communication and providing materials for classroom, small group and/or individual instruction
- Utilizes district approved de-escalation and physical intervention techniques when needed
- Develops materials for student IEP implementation
- 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 to meet the needs of assigned students
- Participates in various meetings for the purpose of sharing information and/or improving one's skills/knowledge
- Confers with teachers and specialists for the purpose of assisting in evaluation of students' progress and/or implementing of students' objectives
- Assists with the transportation needs of individual and small groups of students, including arranging for the transportation needs of students, escorting them to and from the bus, safe

loading and unloading of busses, use of safety harnesses and wheelchair tie-downs, other measures to ensure students are safely transported to and from school, and may include riding the bus with the student to and from school beginning and ending in a designated location.

Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience, paid or volunteer, with school age children with severe to profound disabilities
- 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, use correct grammar, punctuation and spelling. Provide for special health care needs of students. Knowledge of principles of child development, instructional processes. Abilities to understand and address students with special needs, understand and carry out oral and written instructions, maintain confidentiality of information about individual student information, their disabilities and families including any student records, meet scheduled deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations.

Significant Physical Abilities Required:

- Stooping/crouching, reaching/handling, lifting and transferring immobile students, physical interventions of small and large students, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision
- Frequent lifting and transferring immobile students continually throughout the day
- Education Required: Pursuant to federal guidelines, must meet No Child Left Behind highly qualified status, knowledge of and ability to assist in instructing pre-academic reading, writing, and mathematics
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and First Aid/CPR card and Bloodborne Pathogen training

\*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 \$71.50 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 educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.**

<i>Shift Type</i>	<b>Classified Part Time</b>
<i>Salary Range</i>	<b>\$15.01 - \$21.36 / Per Hour</b>
<i>Location</i>	<b>Dexter McCarty Middle School</b>

**Applications Accepted**

<i>Start Date</i>	<b>09/06/2017</b>
-------------------	-------------------