



JOB DESCRIPTION

JOB TITLE: Educational Assistant – Structured Skills Center – Special Education

Job Summary: The job of "Educational Assistant – Structured Skills Center – Special Education" is done for the purpose(s) of assisting (under the direct supervision of a special education teacher, specialist and/or classroom teacher) in the instruction and supervision of students with significant behavioral disabilities along with debilitating mental health issues. These students may have one or more academic, emotional, cognitive, physical and/or sensory challenges in addition to a mental health diagnosis. The EA-SSC provides instruction to individual or small groups of students; relieves teachers of routine clerical tasks; and assists students by providing for special health care needs including medication administration. Additionally, EA-SSCs will be trained and certified to drive students to and from students' home schools or outside activities using district provided vehicle.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Experience Required: Prior job related experience, paid or volunteer, with school age children
- Physical and emotional stamina to work with highly impacted mental health and behaviorally challenging students using both physical and collaborative problem-solving skills for extensive periods of time, daily and on an ongoing basis
- 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 through the high school level
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance; First Aid/CPR card; Bloodborne Pathogen training; Type 20 driver's certification to drive specialized district bus

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Skills to perform basic clerical functions and perform basic arithmetic calculations
- Operate standard office equipment
- Use English in verbal and written form using 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
- Ability to understand and carry out oral and written instructions
- Maintain confidentiality of student records, meet scheduled deadlines, read/interpret/apply rules, regulations, policies and 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

ESSENTIAL JOB FUNCTIONS: Carried out under the guidance and direction of special education teacher, specialist and/or classroom teacher:

- Assists teachers for the purpose of implementing lesson plans and/or developing students' daily living and behavioral skills (e.g. hygiene and grooming, anger-management, social skills)
- Under the direction of the special education teacher, provides instructional practice and review to individual, small groups, and/or whole groups of students
- Participates in regularly scheduled clinical, triage and data team meetings with special education teacher and support staff
- Adapts classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives
- Implements behavioral strategies, as directed by the classroom teacher, to individual, small groups and/or whole groups of students (eg. Collaborative Problem Solving)
- Administers first aid and medical assistance (e.g. tube feeding to students, catheterization, toileting) for the purpose of providing appropriate care for the ill, medically fragile 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 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 and providing classroom materials
- Utilizes district approved de-escalation and physical intervention techniques that include district approved and certified two-person and three-person holds 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 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, and may include riding the bus with the student to and from school beginning and ending in a designated location
- Transports students to and from their home schools and/or on outside activities using district provided vehicles

***Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the 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 education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned.

Employee Signature

Date

Supervisor Signature

Date