



JOB DESCRIPTION

JOB TITLE: Educational Assistant – Special Education

Job Summary: The job of "Educational Assistant – Special Education" is done for the purpose(s) of assisting (under the direct supervision of special education teacher, specialist and/or classroom teacher) in the instruction and supervision of students with disabilities; relieving teachers of routine clerical tasks; and assisting students by providing for special health care needs. Students may have one or more academic, emotional, cognitive, physical and/or sensory challenges.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Experience Required: Prior job related experience, paid or volunteer, with school age children
- Education Required: Pursuant to federal guidelines, must meet No Child Left Behind highly qualified status, 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 and Bloodborne Pathogen training

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Skills to perform basic clerical functions, perform basic arithmetic calculations, and 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
- Ability to understand and address students with special needs
- Ability to understand and carry out oral and written instructions, maintain confidentiality of student records, and meet scheduled deadlines
- Ability to read, interpret, and apply rules, regulations, and policies
- Ability to 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
- Working Conditions: Work is performed in district schools, in both specialized and general education classrooms as well as other areas across the school environment; involves continuous strenuous efforts such as lifting students up to 60 lbs. without additional support; and may involve exposure to students needing personal, hygiene, medical care and/or physical interventions

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) both in special classrooms and in the general education setting
- Adapts classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce individual and classroom learning objectives
- Administers first aid, medical assistance and delegated health services (e.g. tube feeding to students, catheterization, toileting) for the purpose of providing appropriate care for ill, medically fragile and/or injured children

- Maintains specialized equipment identified for individual or classroom use for the purpose of addressing student learning needs and ensuring a safe and appropriate learning environment
- Maintains classroom equipment and student files/records as pertains to special education files/records for the purpose of ensuring a safe and appropriate learning environment, including database entries for student collections and Medicaid billing purposes
- Monitors individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment and addressing individual student learning needs
- Performs recordkeeping and basic clerical functions, scheduling, copying, etc. for the purpose of supporting the teacher in maintaining student file, providing classroom materials and supporting home-to-school/school-to-home communications
- Utilizes district approved de-escalation and physical intervention techniques when needed in both specialized and general education classroom settings and in non-instructional locations within and around the school environment
- Develops materials for student IEP implementation
- Uses progress monitoring tools under the guidance of the teacher for the purpose of determining student learning outcomes and collects other student performance data as directed by the teacher and/or specialist
- 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.
- Performs other related duties as determined by the teacher, specialist or school administrator, which are indicated to ensure the physical and emotional well-being of students.
- Adheres to the policies and procedures of the District
- Follows school building procedures
- Attends workshops, staff development classes, seminars and other meetings for continued professional growth as requested or approved by the Director or designee

*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 \$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.

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