



North Lake School District No. 14

57566 Fort Rock Road, Silver Lake, OR 97638 • 541-576-2121 • FAX 541-576-2705

Job Description

Title: Educational Assistant

CLASSIFICATION: Classified

QUALIFICATIONS:

- **Required - Highly Qualified status:** Associates degree, 2-year college equivalent (60 semester or 90 quarter credits), or passing scores on the CBEST or Work Keys exam in Reading, Writing and Mathematics.
- Ability to establish good relationships with students.
- Ability to promote academic achievement.
- Flexibility to work an exact daily schedule that may also change multiple times a year.

PHYSICAL REQUIREMENTS:

- Significant standing, walking, running, moving, lifting, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling.
- Must be able to lift 50 lbs.
- Must be able to keep up with small children who may run off and wander.
- Must be willing to learn the proper way to restrain a physically unruly student.
- Must be willing to stand in the cold for 20-30 minutes at a time.
- Must be willing to work in the kitchen as needed.

PERFORMANCE RESPONSIBILITIES:

- Meet the learning needs of individual students by assisting the teacher in planning instructional strategies appropriate for the students, subject matter, and the desired learning objectives
- Cooperate with the classroom teacher to establish parameters for student behavior and to communicate them clearly
- Motivate students to accomplish stated objectives
- Give clear directions and check for student understanding
- Use time and materials effectively in relation to lesson goals and objectives
- Assist the teacher in acquiring or creating appropriate instructional materials
- Assist the teacher in organizing the physical setting and providing an environment conducive to student learning
- Gather and submit data and maintain records on each student as requested by the classroom teacher

- Provide supervision for playground, hallways, or cafeteria as assigned
- Maintain professional standards
- Perform other reasonable duties that may be assigned to meet the unique needs of each student
- Attend trainings and continuing education opportunities
- Comply with district performance standards as follows:
 - Perform work in an efficient, organized, and quality manner
 - Keep employee and school business confidential
 - Be punctual, dependable, and complete assigned work in a timely manner
 - Follow instructions and accept suggestions in a positive manner
 - Work with others in a cooperative and positive manner
 - Demonstrate personal habits and maintain appearances that are positive models for our students
 - Deal with students and the public in a pleasant and courteous manner
 - Take proper care and demonstrate a concern for supplies and equipment
 - Communicate with supervisor about concerns

- Maintain a friendly and cooperative attitude around supervisors, staff, students, and the general public
- Other duties as assigned by the superintendent/principal

EVALUATION:

Performance of this job will be evaluated by the superintendent/principal in accordance with procedure established by the board.

ACKNOWLEDGMENT:

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. Nothing in this job description, nor may the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

I have read and understand this job description.

My signature certifies that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation. If I require accommodation(s) in order to fulfill any or all of these essential functions, I agree to provide information to the District on any accommodation required to perform a task.

ACCEPTED BY: _____
Employee

DATE: _____

APPROVED BY: _____
Superintendent

DATE: _____