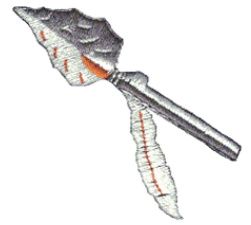


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

Educational Assistant - Playground/clerical

Range Assignment: 05

Qualifications:

- High School Diploma or equivalent
- Two years of post-secondary education or an associate's (or higher) degree, or a high school education of equivalent and a passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing and mathematics may be required.
- Ability to work harmoniously with others and to communicate effectively with students, parents and teachers.
- Ability to follow general oral and written instructions.
- Skill in the use of office machines
- Reasonable knowledge of the basic elements of the teaching process and classroom management
- Familiarity with computer keyboard and word processing
- First Aide card may be required based on assignment
- The ability to work independently and take initiative in task performance
- General office procedure skills that include good written and oral communication and computer skills
- Medicine administration certificate may be required

Reports to: Building Administrator/Supervising Teacher

Job Goals: Performs a variety of instructional duties assisting a certified staff member in the implementation of a specific program for individual students or small groups. Provides secretarial/clerical assistance as needed. Dispense medication per District procedures. Services under the direction of the building principal, who may delegate supervisory responsibility to appropriate personnel. This position may require supervision of students on the playground and assistance in the classroom.

Performance Responsibilities (essential job functions):

- Assist in the administration, scoring and recording of tests and test data including written, oral and physical data.
- Instructing individuals or small groups of students with special learning needs and/or motor skill needs, following a prescribed program.
- Conducts scheduling, disseminating information regarding students to appropriate institutions under the direction of immediate supervisor.
- Assists the teacher in devising special strategies for teaching or reinforcing material or skills including data collection.

- Prepares materials prescribed by the teacher, prescribed Individual Education Plan or lesson plan.
- Provides basic secretarial/clerical assistance including, but not limited to typing, filing, duplication, recording, keyboarding, etc...
- Dispenses student medication as per District procedures.
- Supervises students at recess to ensure a safe environment.
- Performs such other related duties, specific to the assignment, as may be assigned by the supervisor or the Superintendent.
- Is punctual and maintains regular attendance

Physical Requirements:

In a work day, employee may stand/walk 3-6 hours; sit 3-6 hours. Employee may use hands for repetitive single grasping and fine manipulation. May bend, squat, climb stairs occasionally, and lift objects weighing up to 40 pounds.

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
 F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5 – 8 hrs per day)
 N/A – Not Applicable

Physical Requirements	N/A	R	O	F	C
Sitting			X		
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs			X		
**Lifting/Carrying Max weight: 40 lb			X		
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					

Terms of Employment:

Probation period as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have read and understand the above requirements for this job position.

Signature _____ Date _____