



Prairie City School District

P.O. Box 345 • 740 Overholt Street • Prairie City, Oregon 97869 • (541) 820-3314

Position Title: EDUCATIONAL ASSISTANT – TITLE I

Reports To: Classroom Teacher, Site Administrator, Program Director

Salary: \$13.29 – 15.57

JOB DEFINITION:

Under direct supervision, the Educational Assistant – Title I performs a wide variety of instructional duties which include assisting the classroom teacher with the supervision and instruction of students. The employee will work in regular classrooms during times of instruction, assist with the supervision of students during non-instructional activities and will have direct on-on-one instruction of students. This position requires the Title I EA to work independently frequently. The Educational Assistant – Title I works under the supervision of a classroom teacher, site administrator, or program director.

ESSENTIAL JOB FUNCTIONS:

1. Assists with the preparation of instructional materials by using computer technology or other media and resources materials.
2. Assists students in their understanding of instructional concepts by reemphasizing the basic elements of teacher-directed activities with those students needing additional and repetitive assistance.
3. Assists teachers for the purpose of implementing lesson plans.
4. Assists with the correction of student work.
5. Keeps records and charts of student progress.
6. Assists with the general supervision of students both inside and outside of the classroom.
7. Contributes to student effectiveness by maintaining classroom discipline.
8. Collects and accounts for monies received.
9. Supervises students during recess, lunch periods, and before/after school by keeping a calm and disciplined atmosphere on the playground, in the cafeteria, library, hallways, and bus lines.
10. Assists others in matters of filing, sorting, data collecting and organizing materials.
11. Assists in classroom areas in matters of routine clerical work.
12. Participates in various meetings for the purpose of sharing information and / or improving the individual's skills and knowledge.

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13. Fulfills other related duties as assigned.

14. Fulfills performance standards identified in the evaluation process as required by the position.

15. Fulfills working conditions and physical effort listed below.

WORKING CONDITIONS:

The employee works with small groups of students and on a one-to-one basis who may be physically or mentally disabled, learning disabled, emotionally disturbed and / or culturally different. Supervision responsibilities require the employee to be able to stand for up to 30 consecutive minutes and move rapidly to intervene in situations where an Educational Assistant – Title I 2 student's safety is being jeopardized. Must be able to stand and walk for prolonged periods of time. Significant physical abilities include reaching, handling, talking / hearing conversations, near / far visual acuity. The employee needs to be able to lift materials, boxes or equipment weighing up to 30 pounds and/or maneuver up to 50 pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Teaching methods and procedures.
- Record keeping systems.
- Audio-visual equipment and office machines and their operation.
- Instructional materials and their uses.
- Students' behavior and methods to assure proper conduct.
- Safety practices.

Skills & Abilities:

Possess the physical ability to regularly attend work and fulfill the essential functions of the position, with or without reasonable accommodation.

- Read, understand and carry out oral and written instructions.
- Learn to operate telephones, computers, and other equipment used in the work, as required by the position.
- Use English in both written and verbal form, use correct grammar, punctuation and spelling.
- Abide by confidentiality requirements.
- Rapidly learn methods and materials used in a variety of instructional settings.
- Accurately transfer, record and convey information, and materials as required by the position.
- Train and supervise student helpers.
- Communicate clearly and appropriately in speech and in writing in accordance with educational standards.
- Adhere to the district's policy in dealing with bodily fluid spills.
- Adhere to the district requirements for a drug-free workplace.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent. Comprehensive ability to use grammar, spelling, and punctuation, fractions, decimals, and commercial arithmetic is required. The position requires limited knowledge of some technical procedures or work activity. Some knowledge of School District practices or basic policies may be necessary.

CERTIFICATION AND LICENSING:

Must qualify for all ESSA (Every Student Succeeds Act) requirements as they pertain to HQ (Highly Qualified) status and the Paraprofessional.

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The statements herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work and physical requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work or otherwise to balance the workload.

Application materials:

1. Cover letter
2. Application-available on District Website: <https://www.pcsd4.com/>
3. Resume
4. Three (3) letters of reference

Incomplete applications will not be considered. Applicants considered for this position will be contacted

Send application materials to:

Susie Combs
Prairie City School Dist. #4
P.O. Box 345
Prairie City, Oregon 97869
Email: combss@grantesd.k12.or.us

Starting Date: May 3, 2020

Closing date: The District retains the option of accepting applications until the position is filled.

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