



Prairie City School District

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

Position Title: One-on-One Special Education Educational Assistant
Reports To: Assigned Teacher and Special Education Teacher
Salary: \$13.95 - \$16.35 per hour

POSITION SUMMARY:

The job of One-on-One Special Education Paraprofessional is done for the purpose/s of providing support to the instructional program with specific responsibility for assisting in the supervision, care, and instruction of students with special needs in the general education setting or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior; and providing information to appropriate school personnel.

QUALIFICATION - EXPERIENCE - KNOWLEDGE:

- Must pass the Praxis ParaPro test or have completed at least two years of full-time college credits; or obtained an associate degree (or higher) at a regionally accredited institution of higher education (evidence is an official transcript).

ESSENTIAL FUNCTIONS:

- Acts as a mandated reporter for the purpose of ensuring the safety of the students.
- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and meeting IEP goals.
- Administers tests, homework, make-up work, etc. for the purpose of supporting student needs in the classroom.
- Assists students (e.g. diapering, lifting, transitioning from desk to wheel chair etc....) for the purpose of attending to the student's personal hygiene and care needs.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, and a variety of health care professionals, and professional support personnel for the purpose of communicating progress or implementing IEP objectives.
- Escorts student (e.g. bathroom, classroom, community etc....) for the purpose of ensuring an efficient and safe arrival to and/or from a destination.
- Implements, under the supervision of assigned teacher, research based interventions for the purpose of presenting and/or reinforcing learning concepts.
- Intervenes in potential conflicts utilizing appropriate physical and/or therapeutic approaches for the purpose of diffusing confrontations and minimizing disruptions.
- Maintains instructional materials and/or manual and electronic files/records for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.

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- Monitors student's daily schedule and behavior plan for the purpose of maintaining a safe and positive learning environment.
- Provides, under the supervision of assigned teacher, instruction to the student in a variety of individual and group activities for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring the student's access to his/her least restrictive environment.
- Supervises individual and/or groups of students in a variety of settings (e.g. community field trips, hallways, bus loading areas, cafeteria, parking lots, classrooms, etc.) for the purpose of providing a safe and positive learning environment.
- Prepares the learning environment to allow the student to participate in classroom activities.
- Supervises and escorts the student during any and all emergency drills or during actual emergencies for the purpose of providing a safe learning environment.
- Attends any problem solving/IEP meeting and provides input as to the student's progress for the purpose of maintaining a whole student approach to his/her education.
- Collects data on the student's IEP goals for the purpose of maintaining accurate records and engaging in data based decision making.

OTHER FUNCTIONS:

- Participates in training for the purpose of providing or receiving information and updating skills
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

RESPONSIBILITIES:

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; utilization of some resources from other work units is often required to perform the jobs functions. There is a continual opportunity to impact the organization's services.

SKILLS REQUIRED:

- Ability to demonstrate regular attendance and punctuality
- Ability to maintain a professional demeanor in all situations and must be able to withhold confidential information
- Ability to work well with all levels of internal management, staff, and students as well as parents/guardians
- Ability to respond to changing situations in the workplace and exhibit flexibility
- Ability to perform multiple tasks concurrently under varying deadlines and adapt to changing work priorities
- Ability to work effectively as part of a team and with frequent interruptions
- Ability to set work priorities, take initiative, and work efficiently under minimum supervision
- Ability to communicate clearly and concisely, both orally and in writing and the use of proper grammar and punctuation to write routine reports and correspondence
- Ability to operate standard office equipment including using pertinent job related software applications and preparing and maintaining accurate records
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and parents/guardians
- Ability to communicate with diverse groups
- Ability to operate standard office equipment including using pertinent software applications and preparing and maintaining accurate records

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WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: Significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 15% walking, and 25% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere. This position requires the ability to lift 50 lbs.

There will be an annual performance evaluation for this position.

Application materials:

1. Cover letter
2. Resume
3. Application-available on District Website: <https://www.pcsd4.com/>
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: hallgarthc@grantesd.k12.or.us

Closing date: September 9, 2021, however the District retains the option of accepting applications until the position is filled. Application received after this date may not be accepted.

Starting Date: September 15, 2021

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