

Wasco County School District #29

Dufur School

802 NE 5th Street

Dufur, OR 97021

541-567-2509 fax 541-467-2589



JOB DESCRIPTION - Classified - Educational Assistant

Title: Educational Assistant

Classification: Classified

Reports To: Principal

Work Year: Per school calendar

Job Purpose Statement/s:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of basic teaching methods and procedures
- Knowledge of instructional materials and their uses
- Knowledge of effective student management techniques
- Knowledge of current office practices and procedures.
- Ability to enjoy interaction with and effectively supervise students requiring use of both empathetic and disciplinarian approaches
- Ability to instruct a wide variety of students in a number of different situations
- Ability to operate basic office and audio-visual equipment
- Ability to accurately perform alphabetizing, record-keeping and filing procedures
- Ability to abide by confidentiality rights of students and parents
- Ability to work independently with a minimum of supervision
- Ability to adapt to changing circumstances
- Ability to apply school district rules, regulations, policies and practices in a fair, consistent manner
- Supervises students during recess periods on playgrounds and maintains a harmonious safe environment for students, staff and parents
- Supervises students in cafeteria, assisting students with breakfast, lunch and cleanup routines
- Supervises students before and after school by keeping a calm, disciplined atmosphere on the outside grounds, hallways and bus loop
- Assists with the supervision of students during emergency drills, assemblies, and field trips
- Assumes responsibility for play equipment and ensures its return to the correct storage location
- Directs the movement of students to and from the playground
- Performs basic first aid for injured students

- Enforces school rules in a consistent manner and follows guidelines for implementation of disciplinary actions
- Detains students for alleged misconduct and delivers students to appropriate authority
- Maintains equipment inventory and ensures equipment is in safe working order before use
- Monitors all non-school personnel and directs them to the office or off school premises
- Evaluates the seriousness of a given situation and sends someone for assistance, if necessary
- Maintains a positive and effective relationship with students, staff, parents, and patrons

Education/Experience:

- High school diploma or general education degree (GED) and experience in working with children and/or young adolescents
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district

Language Skills:

- Ability to read and comprehend instructions, correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to students, parents, and patrons

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

Reading Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

Certificates and/or Licenses

- Certificates and licenses are not normally required for this position
- Medical trainings will be provided on-site

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting
- Have regular and punctual attendance
- Confer regularly with other licensed staff and immediate supervisor
- Follow all District policies, work procedures and reasonable requests by proper authority

- Maintain the integrity of confidential information relating to a student, family, colleague or District patron
- Cultivate and model a respectful working and learning environment

Physical Requirements

1. In an eight-hour day an employee may:
 - a. Stand/Walk: 1-4 hours
 - b. Sit: 3-5 hours
 - c. Drive: None
2. Employee may use hands for repetitive:
 - a. Single Grasping
 - b. Pushing and Pulling
 - c. Fine Manipulation
3. Employee may need to:
 - a. Bend: occasionally
 - b. Squat: occasionally
 - c. Climb Stairs: occasionally
 - d. Lift: Occasionally
4. Lifting: light work - lifting 20 pounds occasionally with occasional sitting and frequent standing/walking

Mandatory Child Abuse Reporting: As mandatory reporter (ORS.419b.101) you are required to immediately report to Law Enforcement and/or Department of Human Services, any instances of suspected child abuse.

Employee Statement:

"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date