



Sisters School District

“Home of the Outlaws”

Position Title: .8125 FTE Extra-Duty and Classroom Support Educational Assistant
at Sisters Middle School

Posted: July 15, 2024

Position Closes: August 1, 2024

Date Available: August 26, 2024

The Sisters School District has an opening for a Permanent Extra-Duty/Classroom Educational Assistant at Sisters Middle School. This is a 6.5 hour per day position for 182 days per year. Hours are 8:00a.m. - 3:00p.m. Monday – Friday.

Employee Value Proposition:

Sisters School District is widely recognized as an implementer of innovative programs and support systems that make success possible for every student and team member. Our family-centered community enjoys a true hometown feel and outstanding school support. With plenty of sunshine and some of the country's most beautiful outdoor scenery and activities, it's the perfect place to live, play and teach.

Position Summary: Under the direction of the Dean of Students, and Building Principal, the Educational Assistant has a variety of student supervision responsibilities. These include, but are not limited to assisting in preparation of academic materials, supervising the “Problems Solving University” social emotional wellness and regulation room, working with small learning groups to support both our community of learners with curricular support and Positive Behavior Interventions and Support (PBIS) while supervising individual and small groups of students.

Minimum Qualifications:

- Associate's Degree (A.A.) or equivalent from two-year College or technical school or one to two years' related experience and/or training or equivalent combination of education and experience.
- Submission of professional application materials.
- Reliable transportation for moving between school sites throughout the workday.

Preferred Qualifications:

- Works with individual students or small groups of students to build relationships, develop regulation strategies, and reinforce learning of material or skills initially introduced by the teacher.
- Helps students master equipment or instructional materials assigned by the teacher.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.



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- Assists with the supervision of students during lunch, emergency drills, assemblies, play periods, and field trips.
- Keeps PSU room, bulletin boards and other classroom learning displays up-to-date.
- Reads to students, listens to students read, and participates in other forms of oral communication with students.
- Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
- Checks and records student attendance.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Participates in in-service training programs, as assigned.
- Experience, knowledge, and understanding of mental health conditions and ability to provide consultation and support with multiple agencies.
- Experience working with students affected by trauma.
- Performs other duties as assigned by teacher/supervisor.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand; walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch or crawl. The employee is sometimes required to assist a student in standing, walking or sitting and may be required to support weighing up to 200 pounds. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Salary: \$16.71 - \$26.03 per hour, based upon experience and education. Excellent benefits package and Employer-paid PERS when eligible.

Submission Details: Submit your TalentEd Recruit & Hire Application, Cover Letter, Resume, Transcripts and Two (2) letters of recommendation on TalentEd Recruit and Hire @ <https://sisters.tedk12.com/hire/index.aspx> (Link on webpage).



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Contact: The HR Department for any questions regarding this position @ 541 549-8521 #5021 or via email at: tracy.suckow@ssd6.org

Sisters School District is an Equal Opportunity Employer