



# Sisters School District

“Home of the Outlaws”

---

**Position Title:** .8125 FTE General Ed / Special Ed Educational Assistant at Sisters Elementary School

**Posting Date:** December 13, 2024

**Position Closes:** Open Until Filled

**Date Available:** As soon as possible **\*\*Interviews to be held the week of January 6<sup>th</sup>\*\***

The Sisters School District has an opening for a permanent, .8125 FTE Special Education Educational Assistant. This is a 6.5 hour per day position Monday – Friday, from 8:10am – 3:10pm, for 182 contract days per school year and will be prorated for the remainder of the 2024 – 2025 school year.

**Position Summary:** Under the direction of the teacher and/or school administrator, the Educational Assistant has a variety of student supervision responsibilities. These include, but are not limited to assisting in preparation of academic materials, 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.

**Essential Duties and Responsibilities:**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Consistently demonstrate a growth mindset and positive attitude in an effort to serve as a model for the education community.
- Will generally be responsible for supporting students with academic, social/emotional and behavioral supports.
- Effectively utilize de-escalation strategies with students, including physical restraint where appropriate.
- Remain calm and make non-emotional decisions in difficult circumstances.
- Work under the direction of the licensed educator(s) at the assigned campus.
- Problem solve with students individually and in groups.
- Effectively work with students to provide academic supports including; preteaching; re-teaching, and utilizing best practices strategies as directed by the special education teacher or classroom teacher.
- Supervises a variety of student activities including, but not limited to outdoor and indoor student recess periods, arrival and dismissal periods, cafeteria, field trips, swimming pool, outdoor school, hallways and other areas where students gather.
- Occasionally perform clean up after various student situations including, but not limited to – hygiene, cleaning up bodily fluids, destruction of physical property.
- Appropriately maintain and secure confidential records and student information. Directs inquiries about students to appropriate licensed team member or administrator.
- Occasionally transport students in a type 10 vehicle.
- Demonstrates flexibility, reliability, and promptness in meeting student and classroom needs, including accepting changes to daily schedule and/or student assignments with short notice.



# Sisters School District

“Home of the Outlaws”

---

- Effectively participates at regular team meetings with licensed educators and other support team members and community agencies demonstrating appropriate social skills, problem solving and conflict resolution strategies.
- Provides for physical and emotional safety of individual students as well as providing safety for students in the group.
- Interacts thoughtfully and courteously with students, parents, community, and school team members and resolves conflict in a professional manner.
- Follows prescribed daily individual and small learning group instruction plans as outlined by school team members to present or reinforce learning concepts (principal, classroom teacher, Student Services Director and Special Education Teachers).
- Adhere to district personal protective equipment (PPE) protocols and procedures.
- Work directly with students daily with a variety of severe behavioral and special needs; monitor progress with Behavior Support Plans and assists licensed educators with data collection systems including, but not limited to completing required documentation (ex. Behavior and academic goals).
- Follow student health protocols and occasionally administer medications within the scope of District policy (ies) and state and federal law.
- Obtain special training as directed to meet unique needs of assigned student(s). This includes but is not limited to Crisis Prevention Institute Nonviolent Physical Crisis Intervention, Collaborative Problem Solving and type 10 training.
- Report safety, sanitary and fire hazards immediately to supervisor.
- Follow and maintain knowledge of all District policy (ies) and procedures.

### **Marginal Duties and Responsibilities:**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Inventories, orders, and stocks supplies.
- Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policy (ies) and completes required paperwork in a timely fashion.
- Files documents and records according to predetermined classifications, maintaining alphabetical index, and cross reference files.
- Assists as necessary in answering telephones and operating general office machinery including photocopy machine and computer.
- Ride bus to pick up and drop off point for students with special needs.
- Complete communication log(s) under the direction of licensed educator.
- General cleaning including washing dishes, vacuuming and sanitizing.

### **Supervisory Responsibilities:**

Employee has responsibility for supervising students and assisting in maintaining a safe environment.

### **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.



# Sisters School District

“Home of the Outlaws”

---

- Submission of professional application materials.
- Reliable transportation for moving between school sites throughout the workday.

## **Preferred Qualifications:**

- Experience working in a residential treatment facility or other treatment facility.
- Experience working with k-12 students.
- 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.

## **Knowledge, Skills and Abilities:**

*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.*

- Ability to work independently with minimal supervision.
- Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrates ability to successfully work with students who have a wide range of disabilities.
- Ability to implement crisis prevention techniques, cognitive behavioral interventions, social/emotional supportive learning with a trauma-informed lens.
- Ability to communicate fluently verbally and in writing English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school team members and parents. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEP's, operating and maintenance instructions, procedure manuals and government regulations. Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

## **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.



# Sisters School District

“Home of the Outlaws”

---

**Salary:** \$16.71 - \$26.03 per hour based upon work 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 letters of recommendation on TalentEd Recruit and Hire @ <https://sisters.tedk12.com/hire/index.aspx> (Link on webpage).

**Contact:** the HR Department for any questions regarding this position @ 541 549-8521 #5021

**Sisters School District is an Equal Opportunity Employer**