



Sisters School District

"Home of the Outlaws"

Position Title: .8125 FTE Educational Assistant (English Language Learner) at Sisters High School

Posting Date: July 23, 2026

Position Closes: Open Until Filled

Date Available: August 26, 2026

The Sisters School District has an opening for a Limited Duration, .8125 FTE English Language Learners Educational Assistant at Sisters High School. This is a 6.5 hour per day position Monday – Friday, from 8:15am – 3:15pm, for 182 contract days per school year.

Position Summary: To assist the English language learner teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

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.

- Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Helps students master equipment or instructional materials assigned by the teacher.
- Distributes and collects workbooks, papers, and other materials for instruction.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Keeps PSU room, bulletin board and other classroom learning displays up-to-date.
- Assists with such large group activities as drill work, reading aloud, and storytelling.
- Reads to students, listens to students read, and participates in other forms of oral communication with students.
- Assists students in the library or media center.
- Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
- Checks and records student attendance.
- Collects and records collection of money.
- Depending upon the grade level, helps students with their clothing.
- Assists with lunch, snack, and cleanup routines.
- Depending upon the grade level, assists with wash-up and toilet routines.
- Alerts the regular teacher to any problem or special information about an individual student.
- Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected if fully licensed teachers.
- Participates in in-service training programs, as assigned.
- Performs other duties as assigned by teacher/supervisor.

Preferred Qualifications:

- Holds a high school diploma and completed at least two full years of college or holds an AA degree or pass the ParaPro Praxis test.
- Conversational fluency in Spanish.
- Has a record of successful employment.
- Genuine interest in and ability to relate to students.
- Ability to establish and maintain effective communication and working relationships with students, staff, parents, and the general public.
- Good organizational skills.
- Good command of the English language.
- Ability to work under minimal supervision and direction.
- At least one-year' experience as an Instructional Assistant.
- Such alternatives to above qualifications as the administrator may find appropriate and acceptable.

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: \$17.90 - \$27.89 per hour (per 2026 - 2027 classified salary schedule) based on prior work experience and education. Excellent benefits package and Employer-Paid PERS when eligible.

Submission Details: Submit your TalentEd Recruit & Hire Application, Cover Letter, Resume, School Transcripts and Three (3) letters of recommendation on TalentEd Recruit and Hire @ <https://sisters.schoolspring.com/>

Notice of Nondiscrimination

The Sisters School District is committed to equal opportunity and does not discriminate on the basis of race¹, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, age, marital status, veteran status, or any other protected status in our programs and activities.

[1] Includes discriminatory use of Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).