



Sisters School District

"Home of the Outlaws"

Position Title: .6 FTE General Ed Educational Assistant at Sisters Elementary School

Posted: October 6, 2026

Position Closes: Open Until Filled

Date Available: October 2026

The Sisters School District has an opening for a Limited Duration, .6 FTE General Education Educational Assistant at Sisters Elementary School. This is 4.80 hours hour per day position, Monday – Friday, for 182 days per school year, and prorated based upon start date for the remainder of the 2026 – 2027 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.

- 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 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.
- Assist students in the library or media center.



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- 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 on the grade level, helps students with their clothing.
- Assists with lunch, snacks, and cleanup routines.
- Depending on the grade level, assists with wash-up and toilet routines.
- Alert 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 of fully licensed teachers.
- Participates in in-service training programs, as assigned.
- Performs other duties as assigned by teacher/supervisor.

Supervisory Responsibilities:

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

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 accommodation 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



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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, based upon experience and education. Excellent pro-rated 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.schoolspring.com/> (Link on webpage).

Sisters School District is an Equal Opportunity Employer.

Notice of Nondiscrimination

School District does not discriminate and prohibits discrimination in any program or activity on the basis of protected class, including age, citizenship status, color, disability, immigration status, marital status, national origin, race¹, religion, sex, sexual orientation and gender identity, or any other status protected by applicable law.

[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)).