CENTRAL LINN SCHOOL DISTRICT **POSITION DESCRIPTION**

TITLE:
EDUCATION ASSISTANT (Para Educator)

DEFINITION:
The education assistant may be assigned to other Pay Scale positions if qualified or training offered. A typical education assistant assignment may include: routine clerical, playground or classroom activities and supervision of students; working one on one with students with disabilities; teaching in small group settings and other duties as assigned.

REPORTS TO:
Building Principal or Designee

QUALIFICATIONS

1. Criminal history clearance.
2. Has knowledge of modern office methods, practice and procedures.
3. Demonstrated ability to use computer software and other applications.
4. Ability to understand and carry out oral and written directions.
5. Ability to plan and carry through on instructional activities under supervision of the teacher.
6. Willingness to learn specific techniques for teaching.
7. Ability to work positively with students, colleagues and volunteers in carrying out the school and district objectives.
8. Ability to work cooperatively and harmoniously as a team member.
9. Experience with an understanding of students with disabilities is desirable.
10. Ability to maintain confidentiality in all phases of work including record, meetings and parents and students rights is mandatory.
11. Ability to maintain positive relationships with students even when presented with challengin and unexpected behavior.
12. Ability to apply good judgment.
13. Willing to learn and apply effective and appropriate student behavior management techniques.
14. Possesses current first-aid card.

RESPONSIBILITIES:
The following list of responsibilities is a sample of duties dependent upon the employee's job assignment.

1. Works with regular and/or students with disabilities on learning assignments or helping small groups as instructed by teacher.
2. May supervise playground, lunchroom or study hall activities.
3. Participates in planning the Individual Education Program for students and carries out the program as assigned.

4. Collects and records data on student progress.
5. Assists in managing classroom as assigned.
6. Supervises students as required.
7. Assists with physical care of students with limited mobility skills, including lifting and positioning, and personal hygiene needs.
8. Manage student behavior in a proactive manner consistent with the school's student behavior programs.
9. Handle the receipt of and the mailing and transmission of student papers, lesson plans and assignments as needed.
10. Performs other related duties as assigned.

EVALUATION:
Performance of this job will be evaluated at least annually by the building principal or designee.

ESSENTIAL PHYSICAL REQUIREMENTS:
Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1. Seldom = Less than 25%
2. Occasional = 25-50%
3. Often = 51-75%
4. Very Frequent = 76% - 100%

__3__ a. Ability to work at a desk, conference table or in meetings of various configurations.

__2__ b. Ability to stand for extended periods of time up to eight hours a day.

__3__ c. Ability to see for the purpose of reading laws, rules and policies and other printed matter.

__4__ d. Ability to hear and understand speech at normal levels.

__4__ e. Ability to communicate so others will be able to clearly understand a normal conversation.

__4__ f. Ability to bend and twist, stoop and kneel.

__2__ g. Ability to lift **40** lbs.

__2__ h. Ability to carry **40** lbs.

__3__ i. Ability to reach in all directions.

__3__ j. Ability to operate office equipment.