



## David Douglas School District #40 Classified - Job Description

### INSTRUCTIONAL ASSISTANT – EARLY CHILDHOOD SPECIAL EDUCATION

Schedule: 6.5 hours per day / 5 days per week / 12 month program / 185 day calendar  
Class: 10

### POSITION PURPOSE

Provides educational and classroom assistance under guidelines of teachers, principals and other supervisors, and assists in carrying out instructional activities, promoting student safety and well-being, and reinforcing classroom programs. The Instructional Assistant assists in the implementation of Individual Education Programs, preparation of instructional materials, and monitoring of student performance.

### NATURE AND SCOPE OF RESPONSIBILITIES

- Confers with teachers and other colleagues to plan day-to-day routines, programs, review data and complete special projects.
- Maintains student attendance reporting system and confers with parents regarding student attendance.
- Guides individual and small groups in educational, creative and structured play and social activities; assists with class work and assignments by collecting data during student activities in the classroom and other locations.
- Performs instructional support tasks such as preparing worksheets, art supplies and other items, creating and posting bulletin boards.
- Ensures the safety of children in the school environment and monitors building and classroom equipment.
- Attends staff development, class, and other meetings.
- Perform other duties, as assigned.

### QUALIFICATIONS

- High School diploma, or G.E.D., and previous experience or course work with mildly disabled or alternative setting students or infant/childcare, or any combination of education and experience which would provide the applicant with the skills, knowledge and ability required to perform the job.
- Must be able to complete/pass the district paraprofessional training. There will be a transition period allowing time to pass test.
- Must be enrolled in the Oregon Central Background Registry prior to beginning employment and enrollment must be maintained throughout employment.
- Ability to follow directions, follow through on classroom plans, and maintain effective working relationships with teachers, educational assistants, and other personnel.
- Ability to listen, make sound emergency decisions, and effectively work with students in rigorous environments.
- Good basic problem solving with effective verbal and written communication skills.
- Knowledge of English usage, spelling, mathematics, and a basic understanding of subjects and conditions in which the Instructional Assistant is to provide assistance.
- Type with accuracy, using a word processing program on the computer, as well as office machines and audio-visual equipment as needed.
- Knowledge of classroom practices and procedures and school operations and personnel.
- Ability to project a pleasant manner and relate well to students and their requests for assistance.
- Flexibility and patience in supervising and instructing students with a variety of skill levels.
- An understanding of and empathy for students with special needs and familiarity with techniques for instruction and assistance.
- Ability to plan and organize materials for use in instruction.
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents, and staff.
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff.
- **Must have reliable transportation.**

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to high degree of physical stamina, with frequent lifting of up to 10 pounds and the possibility of lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/school grounds). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred. Bi-Lingual candidate preferred.

## **David Douglas School District Drug Testing and Criminal Background Check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test, criminal background check and fingerprinting. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.