



DAVID DOUGLAS SCHOOL DISTRICT #40 JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT - PRESCHOOL PROMISE PROGRAM

Schedule: 7 hours per day / 9 months per year / 179 days per year
Class: 8

POSITION PURPOSE

To assist teachers in instructional activities and working with children.

NATURE AND SCOPE OF RESPONSIBILITIES

- Assist the classroom team in the instruction of children, with and without disabilities, in a developmental appropriate preschool environment
- Provide instruction to support children's development across the five developmental domains (cognition, communication, social-emotional, adaptive and motor).
- Assist in the classroom implementation of Early Childhood Positive Behavior Supports in facilitating the social-emotional development of children.
- Support implementation of an individual education plan for each child through individual and small and large group instruction.
- Assist the teacher in maintaining accurate written records, including ongoing assessments, anecdotal observations, and other required forms of data collection to document the progress of all children), including children at risk and children with disabilities
- Assist the teacher in planning and preparation of the learning environment, setting up interest areas, and preparing
- Assist with meal services and meal reports
- Perform other tasks to assist the teacher such as computer data entry children's self-care (toilet training or diapering), riding the bus with children
- Participate in professional development/training (minimum of 20 clock hours per year, 8 pertaining to child development).
- Assist in the supervision of children in the classroom as well as other settings, such as the cafeteria and/or playground
- Perform other duties, as assigned

QUALIFICATIONS

- **Must** have had 2 years of college or hold an Associate Degree or successfully complete the district paraprofessional assessment (test)
- **Must** be Step 5 or higher on the Early Learning Division (ELD) professional development system.
 - This is documented by the employee on the [Oregon Registry Online](#).
 - Staff must log into the registry, create an account and submit transcripts and other documentation of course work and professional learning.
 - Requirements of step 5 in the 12 step registry can be outlined [here](#)
- **Must** be enrolled in the Oregon Central Background Registry prior to beginning employment and enrollment must be maintained throughout employment.
- Valid First Aid/ and Pediatric CPR, **must** be obtained within 30 days of hire
- Food Handlers card **must** be obtained within 30 days of hire
- One year experience in working with preschool age children preferred
- 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, comfortable with data entry as well as office machines and audio-visual equipment as needed

QUALIFICATIONS Continued

- Knowledge of preschool classroom practices and procedures and school operations and personnel
- Ability to project a pleasant manner and relate well to children and their requests for assistance
- Flexibility and patience in supervising and instructing children with a variety of skill levels
- Ability to plan and organize materials for use in instruction
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with children, parents, and staff
- Ability to maintain a high level of ethical behavior and confidentiality of information about children and staff
- Bilingual skills preferred

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required in the physical assistance of children. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). 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.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.

Classified Instructions:

If you are a Classified Permanent, Temporary or Substitute employee you will click on the word "**Internal**", which is located on the top right of the screen. You will be taken to a section where you will fill out minimal basic personal information. The minimal basic personal section is a one-time only registration. You will then be taken to the Classified Transfer Request Form. In the future, if your personal information (name, address, phone number, or location) changes, it is your responsibility to update those changes in the system.

Apply at: <https://daviddouglas.schoolrecruiter.net>

External Applicant Instructions:

If you are an External Applicant applying for a Temporary or Permanent position, you will complete the **EXTERNAL** TalentEd application. **Please see link above.**