



**DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION**

INSTRUCTIONAL ASSISTANT-

PRESCHOOL Location – CHERRY PARK ELEMENTARY SCHOOL

Schedule: 4 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 teacher and classroom staff in the instruction of children in a developmentally appropriate preschool classroom with instruction, social and emotional development of children
- Instruct students in groups or individually
- Assist the teacher in monitoring and documenting the progress of students
- Provide input to the teacher on planning lessons and evaluating results
- Perform other tasks to assist the teacher, such as putting data into the computer, preparing teaching materials, diapering, assisting with toilet training, assisting with meal service and reports, and riding the bus with students. For students with special needs, duties may include providing for students' personal care needs (i.e. wheelchair transition, bathroom needs to include changing diapers, feeding, recording medical and personal care needs, physical movement and lifting of students, etc.)
- Assist in supervision of students in the classroom as well as other settings, such as the cafeteria and/or playground
- 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 have had 2 years of college or hold an Associate Degree or successfully complete the district paraprofessional assessment (test)**
- **Must be enrolled in the Oregon Central Background Registry prior to beginning employment and enrollment must be maintained throughout employment.**
- **Infant CPR and Food Handlers card must be obtained within 30 days of hire**
- Prior experience in working with children Pre-K through grade 5
- 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
- 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
- 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 students, parents, and staff
- Ability to maintain a high level of ethical behavior and confidentiality of information about students 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.

Classified Instructions:

If you are a Classified 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 position, you will complete the **EXTERNAL** TalentEd application. **Please see link above.**