

COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave
College Place, WA 99324
(509) 525-4827

Position: Educational Assistant

Responsible to: Special Programs Director or assigned Principal

Terms: The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as regular part-time.

Required knowledge and skills:

- High School Diploma or its equivalent (GED);
- Associate's degree or 72 quarter credit hours of post secondary education or passing state test to demonstrate knowledge and ability to assist in instruction students;
- Knowledge of behavioral disabilities in children and instructional methods;
- Knowledge and experience in school based student assistance programs;
- Skill to appropriately physically restrain students as necessary;
- Knowledge and experience with technology;
- Skill to defuse student anger and resolve conflict.

Demonstration of required abilities:

- Capable of lifting ~ 40lbs ~ 5% of the time, ~ 55% of the work day standing, reaching, bending, stooping, walking and ~ 40% of the time working from a sitting position;
- Work efficiently and effectively;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible.
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by providing educational learning support and active supervision of students.

Essential Job Results:

1. Support the educational environment and processes by:
 - a. Acting as a positive role model for students and demonstrating appropriate behaviors;
 - b. Creating an atmosphere where students have opportunities to exercise power of choice and take responsibility for their behavior;
 - c. Supervising students at all times, in all areas of the school premises; administering discipline according to building handbooks; instructing students in appropriate conflict resolution;

Vision: Focus on kids and their learning

Mission: Prepare kids for the future successes beyond College Place Public Schools

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- d. Being available to participate in staff meetings and trainings outside the normal work schedule.
- 2. Support the learning environment by:
 - a. Monitoring student progress; maintaining communication with classroom teachers and administrators; communicate with parents only when directed; participating in parent/teacher/student conferences as requested;
 - b. Providing general clerical assistance such as duplicating materials; completing necessary paperwork; testing and recording student scores;
 - c. Assisting teachers in planning and adapting of materials and activities and delivery of instruction to students.
- 3. Support student learning by:
 - a. Providing instructional support individually or in small focused groups;
 - b. Providing occupational and physical support to students with physical and emotional challenges that require more assistance to enhance their ability to learn.
- 4. Demonstrate the importance of safety by maintaining a safe and orderly environment and following safe work practices.
- 5. Protect the District by keeping information confidential.
- 6. Maintain technical knowledge by attending educational trainings.
- 7. Contribute to team efforts by accomplishing related results as needed or requested.

*** ~ denotes approximation

Employee's Signature

Date Received

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