

# Job Posting

**Classified Position:**  
**EDUCATIONAL ASSISTANT**  
**Assigned to the Life Skills Program**  
**at Davis Elementary School**  
**Position Open Until Filled**

*Focus on kids and their learning. Prepare kids for their future beyond College Place Public Schools.*

The above statements are the vision and mission that guides the students and staff at College Place Public Schools. Our staff is expected to be the leaders in continuing and expanding the implementation of this vision and mission. The College Place Public School District No. 250 is looking for a self-motivated, innovative, and dynamic Educational Assistant in the assigned building(s) to our student population of approximately 800 pre-school through 8<sup>th</sup> grade students. The quaint, neighborhood community of College Place is located east of historic Walla Walla, Washington, surrounded by the breathtaking Blue Mountains, and home to around 9,000 residents, making this a motivating place to live and work.

## **Required Qualifications:**

- Desire and ability to work cooperatively with students and their parents who are culturally, racially, and linguistically diverse;
- High School Diploma or its equivalent (GED);
- AA degree or 72 quarter credit hours of post secondary education or passing state EA test.
- CPR/ First Aid Certification

## **Desired Qualifications:**

- Bilingual in Spanish language is preferred;
- Public school experience is preferred;
- Knowledge of behavioral disabilities in children and instructional methods;
- Knowledge and experience with technology;
- Demonstrated knowledge and experience in school based student assistance programs;

## **The Successful Candidate shall be required to demonstrate the following knowledge, skills and abilities:**

- Strong and well- balanced academic background
- Must work within designated bounds of authority and confidentiality;
- Exhibit cooperative behavior with colleagues, teachers and administrator for planning, modifying curricula and implementing instructional goals, objectives, and methods according to district requirements;
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect accommodation for individual needs of students assigned;
- Consult and collaborate with teachers, specialists and paraprofessionals relative to student learning;
- Work effectively with students in individual, small group and classroom settings.
- Support the educational environment and processes by acting as a positive role model for student and demonstrating appropriate behaviors.
- Meet multiple and conflicting deadlines;
- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintain a professional, ethical and responsible relationship with colleagues, students, parents, and community members.
- Use acceptable communication skills to present information accurately and clearly.
- Participate in the district staff development program.
- Ability to utilize and evaluate interpretive feedback;
- Ability to use computers for record management;
- Possess a positive attitude about change and an eagerness to implement changes that will enhance student safety;
- Work well under pressure - Be patient and sympathetic;
- Relate with students and the public in a positive way;
- Be quietly assertive and able to command respect;
- Ability to defuse student anger and resolve conflict.

**Responsible To: Immediate Supervisor, Building Principal, Evaluating Administrator**

**Contract & Benefits:**

**The terms of employment shall be at the discretion of the School Board of Directors**

Work Schedule: Monday - Friday / 22.75 hrs/week  
Benefits: Benefits in accordance with Board Policy and ESE Collective Bargaining Agreement  
Salary: \$11.28 - \$12.86 Range Based Upon 2011 – 2012 Classified Salary Schedule

**Application Procedure:** The following forms are available on-line at [www.cpps.org](http://www.cpps.org)

A completed application file must include:

1. Letter of Interest
2. Classified Application Form
3. Disclosure Form
4. Affirmative Action Survey
5. Sexual Misconduct Disclosure Release
6. Release Form
7. Letters of Recommendation
8. Resume
9. Copy of Para Pro Test Scores, if applicable

Send application materials to:

**Kerri Ramirez, Administrative Assistant**  
**College Place School District**  
**1755 South College Avenue**  
**College Place, WA 99324**  
**(509) 525-482**

**All new hires are conditional upon passing a Washington State Patrol and Federal Bureau of Investigation fingerprint screening examination and background check.**

The College Place School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, color, national origin, gender, age, marital status or disability. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator, Tim Payne, 1755 South College Avenue, College Place, Washington, 99324, (509) 525-4827.