

Fossil School District Internal Job Posting – Educational Assistant



Fossil School District is seeking internal candidates for the position of Educational Assistant. This posting is in compliance with Article III (Section IV) Job Postings.

Internal Posting Date: July 9, 2021 **Salary:** Starting \$14.70

Internal Closing Date: July 15, 2021 **FTE Status** .80 FTE

To Apply: Submit a letter of application to the Superintendent by 2:00 on July 15, 2021.

Please Note: All applicants must meet the minimum standards as outlined below. Filling the vacancy will be at the sole discretion of the Superintendent.

Job Definition: Under general supervision of teachers and administration, performs a wide variety of clerical and instructional duties, including assisting the regular classroom teacher, Title I teacher, or media specialist with supervision and instruction of students. Supervises students during non-instructional activities.

Job Characteristics: Employees in this job classification require processing of information, and assists staff and students under their supervision.

Essential Functions:

- Assists students in their understanding of instructional concepts
- Provides students with additional practice on identified skill areas.
- Assists with the correction of student work.
- Keeps records and charts of individual students.
- Keeps daily tally of attendance.
- Keeps computer files updated.
- Maintains records in compliance with state and federal guidelines.
- Assists with the supervision of students both inside and outside of the classroom.
- Prepares instructional materials.
- Assists with preparation of teaching aids and material.
- Operates instructional equipment.

Other Functions:

- Instructs and supervises students with basic computer usage and keyboarding skills.
- Types and reproduces materials.
- Collects and accounts for monies received (lunch, book club field trips, etc.).
- Fulfills other educationally related duties as assumed or as assigned by the teacher, media specialist or principal.

Job Qualifications: Knowledge of/Abilities

- Teaching methods and procedures.
- Record-keeping systems.
- Audio-visual equipment and its operation.
- Copiers, computers, and other equipment.
- Instructional procedures.
- Student behavior and discipline.
- Rules and regulations of playground.
- Work well with students and staff in school setting.
- Understand and carry out oral and written directions.
- Use independent judgement.
- Supervise students.

Experience: Experience working with students in a school, church or youth group organization is preferred.

Education: Meet Para Professional Standards as per Oregon Law.