

Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

Job Title: Educational Assistant - English Language Learner

Supervisor: Principal

FLSA Status: Nonexempt

Summary: Assists teachers in an instructional setting with primary emphasis on direct contact with students in the instructional process.

Essential Duties and Responsibilities:

- Assists teacher in instructional setting.
- Assists teacher in maintaining classroom discipline using appropriate methods for children with and without disabilities.
- Organizes and manages student work under teacher direction.
- Assists teachers in correcting and recording student work and in testing students.
- Supervises class for short periods of time.
- Assists students with daily work.
- Reads aloud to students.
- Assists students on computers and with various computer programs and testing programs.
- Works directly with students with a variety of special needs.
- Implements planned activities using teacher designed methods and materials for individual and small student groups for instructional support.
- Supervises a variety of student activities including playground, cafeteria, bus loading and unloading, field trips, hallways and other areas where students gather.
- Prepares and provides clerical support to teacher for instructional materials using various office equipment, resource materials and AV equipment, copying, faxing, etc.
- Maintains accurate records and records gathered information within the scope of District policies and state and federal laws.
- Obtains necessary instructional materials from a variety of sources.
- Translates and interprets for students, staff and parents.
- Coordinates and proctors student testing.
- Creates documents in languages other than English for non-English speaking students and parents.
- Facilitates meetings and conversations between staff and parents and/or students.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Other related duties may be assigned.

Marginal Duties and Responsibilities:

- Sets up room for various activities and cleans up after activities' completion.
- Answers telephones and answers questions or takes messages and forward to teacher.
- Assists with school wide events.
- Assists with inventory of textbooks.
- Assists in home visits.

Supervisory Responsibilities:

- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two years' related experience and/or training or equivalent combination of education and experience. Must meet current No Child Left Behind (NCLB) requirements.

Interpersonal Skills: Ability to interact appropriately with teachers, staff, members of the community and students. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit.

Language Skills: Ability to communicate fluently verbally and in writing in English and Spanish. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, teaching software and word processing software.

Certificates, Licenses, Registrations: Certificates as determined by the District including current NCLB requirements (paraprofessional certification).

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. Speaking clearly enough to be able to be understood by others.

Identifying and understanding the speech of another person. Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: _____

Date: _____