

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 Support Staff

Supervisor: Principal

FLSA Status: Nonexempt

Summary: Based on school or student needs assists teachers in the classroom as necessary. May assist teachers in the identification of children needing reading and/or math interventions. Supervises students throughout school site and provides secretarial and clerical support and performs routine office functions.

Essential Duties and Responsibilities:

- Assists teacher in instructional setting.
- Assists students and teachers with various literacy activities designed to increase student performance in English (reading, writing, spelling and speaking) and mathematics.
- Prepares assignments, organizes and manages student work and progress binders under teacher direction.
- Implements planned activities using teacher designed methods and materials for individual and small student groups for instructional support.
- Prepares instructional materials using various office equipment, resource materials and AV equipment. Delivers Early Reading and/or Math Intervention curriculum to targeted small groups.
- Reads to students in one-on-one situations or in small groups.
- Assesses and reports students' progress.
- Compiles student data and enters the information into the computer.
- Supervises and ensures student safety in a variety of indoor and outdoor student activities including cafeteria, bus loading and unloading, field trips, hallways and other areas where students gather.
- Evaluates student injuries, determines course of action and performs minor first aid in compliance with District policies.
- Maintains safe environment for students at all times and reports concerns to the school administrator
- Maintains knowledge of all District policies and procedures including "Crisis Plan" procedures.
- May provide first aid assistance within the scope of district policies.
- May assist in office as needed regarding Parent Involvement activities, answering multi-line telephone system, taking accurate messages, routing telephone calls and/or messages to the appropriate staff member, assisting students, parent, and patrons.
- 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:

- Takes student attendance and enters information into computer.

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 in English both verbally and in writing. Preference may be given to applicants who are fluent in both 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) and First Aid 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. The employee is occasionally exposed to wet or humid conditions, outdoor weather conditions. 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.

The essential functions and qualifications for ESS and TSS are identical and considered interchangeable based on whether the individual position is being paid from the General Fund or Title Funds. Incumbents may be transferred between funds as needed to ensure continued employment and services to students.

I have read and understand this job description.

Signature: _____

Date: _____