We are pleased to announce that we are seeking qualified applicants for the position of EDUCATIONAL ASSISTANT

POSITION(S): 1 Educational Assistant
15.5 hr/wk, M-Th, hours vary between 9a-4pm, 184 days (pro-rated for remainder of 2016-17 academic year)

LOCATION: Madras EIECSE

START DATE: As soon as possible

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, no less than $14.08/hr
Benefits include sick leave and paid holidays.

QUALIFICATIONS:
DEFINITION
Under the direction of the classroom teacher and/or administrator, the assistant provides support services in classrooms, resource centers, or other program related areas. The assistant directs involvement in the instructional program for assigned students and their identified needs. Duties and responsibilities depend on class/program assignments.

QUALIFICATIONS
There is a minimum requirement of a High School Diploma or equivalent. Must be NCLB Highly Qualified (HQ) or working toward HQ status defined as 1) two years postsecondary study, or 2) an Associate’s degree (or higher) or a HDES approved professional/technical certificate, or 3) satisfactory completion of the Paraprofessional training and a passing score on the Paraprofessional praxis test. The assistant must possess good organizational skills and good command of the English language. Employee must have demonstrated aptitude for the work to be performed and a genuine interest in and ability to relate to students. Previous training or experience with children in a similar program preferred. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required.

Please see attached job description for additional information and responsibilities.

APPLICATION PERIOD: Open until filled

CONTACT: DIRECT YOUR INQUIRES REGARDING THIS POSITION TO Diane Tipton, 541.312.1964 or diane.tipton@hdesd.org

A COMPLETE APPLICATION INCLUDES
- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website www.hdesd.org)
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO Kristen Johns, Human Resources Supervisor
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.693.5601
kristen.johns@hdesd.org

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee’s wages be paid via direct deposit to a bank account or paycard.

APPROVED: 9/7/17
DIRECTOR OF HUMAN RESOURCES
Posting # C17-18/118-6012
EDUCATIONAL ASSISTANT

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**Classification**  Classified

**Reports To**  Teacher, Team Leader and/or Supervisor

**Performance Responsibilities**
1. Follow the direction of the teacher, team leader or supervisor in a cooperative manner
2. Learn techniques, procedures and routines quickly and competently
3. Elicit specific behaviors from children as indicated by the instructional program
4. Develop and maintain harmonious working relationships with students, families, volunteers, other staff members and the general public as directed by the teacher, team leader or supervisor
5. Assist the teacher, team leader or supervisor in working with children, either individually or in groups
6. Assist in all phases of the daily operations of the program
7. Assist in maintaining the student's life skills such as dressing, hygiene, toileting and feeding students
8. Assist with the integration of children into a variety of settings
9. Assist with appropriate assessments of students as directed
10. Assist with implementing individualized educational plans, such as IFSP, IEP, 504, PEP, BIP
11. Prepare instructional materials and operate instructional equipment as directed
12. May work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher
13. Record student progress and /or other records as directed
14. Manage student behavior across setting using consistent and positive intervention strategies
15. Maintain a neat and orderly environment
16. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers
17. Communicate regularly and appropriately through the use of email
18. Respect and maintain confidential information in all situations
19. Fulfill other related duties as assigned

**Terms of Employment**
Salary, benefits and vacation are established by policy and the collective bargaining agreement.

**Evaluation**  Immediate supervisor or program supervisor