



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

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 **Supporting Educational Assistant – Long Term Care and Treatment Program**
37.5 hrs/week, Mon-Fri, 7.5 hrs/day, 189 days (pro-rated for remainder of 2021-22)

LOCATION: **Long Term Care and Treatment Program, Bend**

START DATE: **As Soon As Possible**

SALARY RANGE: **As established by bargaining agreement, Classified Wage Schedule, starting range \$16.95 - \$20.63/hr**
Benefits include family insurance package, sick leave, paid holidays.

QUALIFICATIONS: DEFINITION
 Long term care and treatment programs provide services to students with mental health needs that qualify them for a short term partial hospitalization program run by a treatment team. The HDESD provides the educational component while the therapists and skills trainers support the students mental health needs. This dynamic combination helps students return to their home district in approximately 6-12 weeks. Under the direction of the classroom teacher and/or administrator, the educational assistant provides support services in classrooms. The assistant directs involvement in the instructional program for assigned students and their identified needs. Duties and responsibilities depend on class/program assignments.

Please see attached job description for more information, qualifications and responsibilities.

APPLICATION PERIOD: **Open until filled**

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
 Sara Ausman, 541.355.4852 or sara.ausman@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 HDESD website www.hdesd.org or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
 High Desert ESD
 2804 SW Sixth Street
 Redmond Oregon 97756
 Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDESD, 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 HDESD requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 3/29/2022
DIRECTOR OF HUMAN RESOURCES Posting # C21-22/151-6063

SUPPORTING EDUCATIONAL ASSISTANT – Long-term Care and Treatment

Definition

Long term care and treatment programs provide services to students with mental health needs that qualify them for a short term partial hospitalization program run by a treatment team. The HDESD provides the educational component while the therapists and skills trainers support the students mental health needs. This dynamic combination helps students return to their home district in approximately 6-12 weeks. Under the direction of the classroom teacher and/or administrator, the educational assistant provides support services in classrooms. The assistant directs involvement in the instructional program for assigned students and their identified needs. Duties and responsibilities depend on class/program assignments.

Qualifications (Applicants that do not have the following requirements can work toward them while working in the program.)

Must be NCLB Highly Qualified (HQ) defined as 1) two years post secondary study, or 2) an Associate's degree (or higher) or a HDESD approved professional/technical certificate, or 3) satisfactory completion of the Paraprofessional training and a passing score on the Paraprofessional praxis test. Two years experience or previous training with children in a similar program required.

The assistant must be able to work independently with minimum direction. The employee must possess good organizational skills and good command of the English language. Demonstrated aptitude for the work to be performed and a genuine interest in and ability to relate to students is expected. 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. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Qualifications specific to personnel working in behavior programs: Must have the ability to use de-escalation strategies with children, including physical restraint where appropriate. Must have the ability to remain calm and make non-emotional decisions in trying circumstances. Training will be provided for those who do not have the training.

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 according to program design
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
10. Assist with implementing individualized educational plans, such as IFSP, IEP, 504, PEP, BIP
11. Prepare instructional materials and operate instructional equipment
12. 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 requested
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

Duties specific to Behavior Programs:

20. Develop positive relationships with students, engage in positive interactions and promote social skills in children
21. Follow recommended conflict resolution strategies
22. Make non-emotional decisions during conflict resolution

Terms of Employment

Salary, benefits and vacation are established by policy and the collective bargaining agreement.

Evaluation Immediate supervisor or program supervisor