



FERN RIDGE SCHOOL DISTRICT 28J
Job Vacancy Announcement

September 18, 2017

NOTICE OF VACANCY
INSTRUCTIONAL BEHAVIOR ASSISTANT
6.99 Hours per Day at Fern Ridge Middle School

Fern Ridge School District is currently accepting applications for a 6.99 hour Instructional Behavior Assistant position at Fern Ridge Middle School.

We are seeking outstanding candidates who will become members of a cohesive team. **Applicants must obtain and maintain a current First Aid and/or First Alert card.** Experience with students and staff in a school, public, or youth group organization is preferred. In addition, the successful candidates must have a fingerprint background check (cost is \$71.50) unless fingerprinting has already been done with another school district.

Starting salary: \$13.41 to \$14.12 depending on experience.

Current FRSD employees only need to submit a Letter of Application

The following information is required for candidates to be considered for this position:

- Letter of Application
- Application
- Current Resume
- Four (4) Letters

Information is available at the District Office, 88834 Territorial Rd., Elmira, OR 97437, (541) 935-2253, or www.fernridge.k12.or.us.

Closing Date: Open Until Filled
Starting Date: 2017-2018 School Year

Send to:

Fern Ridge School District
www.fernridge.k12.or.us
Human Resources Department
88834 Territorial Road
mcook@fernridge.k12.or.us
Elmira, OR 97437

Contact Information:

Website:
Phone: 541-935-2253 ext 1203
E-Mail:



FERN RIDGE SCHOOL DISTRICT 28J

JOB DESCRIPTION

Job Title: Instructional Behavior Educational Assistant
Reports To: District Administration/Managers
Status: Classified – Non-Exempt

JOB SUMMARY

The primary function is assisting Bridges Classroom teaching staff in classroom settings by performing instructional tasks for students with intellectual disabilities, severe medical concerns, and significant motor impairments by working with students individually or in small groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy (ies) and procedures.
2. Works directly with students with a variety of special needs.
3. Assists in implementing planned activities using teacher designated methods and materials for individuals and small groups for the purpose of instructional support.
4. Assists students with physical disabilities: apply braces, assist students with transport throughout the school and assist students in and out of wheelchairs.
5. Attends to self-care needs of students including, but not limited to lifting, feeding, toileting, and hygiene.
6. Assists and implements behavior supports plans using appropriate strategies and techniques as specified in the student's behavior support plan, including positive reinforcement.
7. Assists the teacher in the set-up and maintenance of the classroom, materials and supplies.
8. Supervises a variety of student activities including playground, cafeteria, bus loading, field trips and other areas where students gather.
9. Assists the teacher in communicating with parents regarding student's progress and or behavior as requested by the teacher.
10. Assists students with managing behaviors, de-escalation and resolving conflicts.
11. Follows prescribed daily schedule as outline by the teacher.
12. Assists the teacher in grading papers, recording behavior data, and record keeping.
13. Administers medication within the scope of District policy (ies), state and federal law.
14. Reports safety, sanitary and fire hazards immediately to supervisor.

15. Maintains appropriate certifications and training hours as required.
16. Complies with applicable District, state, local and federal laws, rules and regulations.
17. Maintains positive interactions with students, parents, and staff.
18. Interacts thoughtfully and courteously with students, staff and community.
19. Attends work regularly and is punctual.
20. Administers medication within the scope of District policy (ies) a, state and federal law.

BUILDING/DISTRICT WIDE RESPONSIBILITIES

1. Actively participates in organized activities, staff meetings, staff development and school improvement activities.
2. Support K-12 programs, students and staff.
3. Completes paperwork in a timely, accurate manner
4. Reports issues to authorities as necessary.

SUPERVISORY RESPONSIBILITIES

1. All school employees have some 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 of the essential duties and responsibilities 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 equivalent credit base or pass exam, i.e., WorkKeys or ESD Paraprofessional Testing; at least one year related experience and/or training or equivalent combination of education and experience; must be highly qualified under the reauthorized ESEA; prior successful experience working in a school setting or with young children with various disabilities strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with young children with various disabilities.
- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to read and interpret documents such as safety rules, IEPs, lesson plans, data, memos, e-mails, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute and apply rate, ratio and percent to practical situations. Ability to draw and interpret a variety of graphs.
- **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, e-mail, internet software, word processing software and computer programs used by the District. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment and appropriately react to a wide spectrum of behaviors of disabled students.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain and maintain a valid First Aid Card. MANDT trained as soon as possible after hire. District to pay the cost of such training.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 75 pounds and occasionally 100 pounds and perform other physical manipulations. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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 work environment combines a standard office setting including office equipment (fax, copier, phone, computer, etc.) with the standard classroom setting. The noise level in the work

environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

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 of guarantee of any specific terms of 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.

11/2016