



FERN RIDGE SCHOOL DISTRICT 28J Job Vacancy Announcement

ASPIRE PROGRAM ASSISTANT 3.00 Hours per Day ELMIRA HIGH SCHOOL

October 7, 2020

Fern Ridge School District is currently accepting applications for a 3.00 hour ASPIRE Program Assistant. The Elmira High School ASPIRE Program provides students assistance in navigating the college admissions and financial aid process

We are seeking outstanding candidates who will work with our high school staff and help to provide excellence for every student so that each will reach their greatest potential.

Job Duties for the ASPIRE Program Assistant will include providing assistance with Free Application for Federal Student Aid, Oregon Promise, Scholarships, and Admissions to Community College.

The successful candidate must have a fingerprint background check on file with the Oregon Department of Education (cost is \$71.50) There are a wide variety of benefits for this position including:

- **Starting Salary of \$13.02 to \$13.71 per hour, depending on experience**
- **PERS Eligible**

Applicants can mail, drop off or email the following:

- Letter of Application
- Current Resume
- Classified Application
- Three (3) Letters of Recommendation

Current Fern Ridge School District employees need only to submit a letter of interest.

Other considerations:

- Application screening will begin October 15, 2020
- Starting Date: To Be Determined
- The successful candidate must have a fingerprint background check (cost is \$71.50) unless fingerprinting has already been done with another school district. A portion of this fee may be taken out of the employee's first paycheck if desired.

Send to:

Fern Ridge School District
Human Resources Department
88834 Territorial Road
Elmira, OR 97437

Contact Information:

Website: www.fernridge.k12.or.us
Phone: 541-935-2253 ext 1203
E-Mail: mcook@fernridge.k12.or.us

Fern Ridge School District is an Equal Opportunity/Affirmative Action/Veteran's Preference employer. For Veteran's Preference, please contact the district office for information on required documentation.



FERN RIDGE SCHOOL DISTRICT 28J

JOB DESCRIPTION

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

JOB SUMMARY

The primary function is providing assistance in navigating the college admission and financial aid process.

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 needs.
3. Assists the ASPIRE Coordinator in the set-up and maintenance of the classroom, materials and supplies.
4. Assists the ASPIRE Coordinator in communicating with parents regarding student's progress and or behavior as requested by the teacher.
5. Assists students with managing behaviors, de-escalation and resolving conflicts.
6. Follows prescribed daily schedule as outlined by the ASPIRE program coordinator.
7. Assists the coordinator with record keeping.
8. Administers medication within the scope of District policy (ies), state and federal law if assigned.
9. Reports safety, sanitary and fire hazards immediately to supervisor.
10. Maintains appropriate certifications and training hours as required.
11. Complies with applicable District, state, local and federal laws, rules and regulations.
12. Maintains positive interactions with students, parents, and staff.
13. Interacts thoughtfully and courteously with students, staff and community.
14. Attends work regularly and is punctual.

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. Actively assist students with the Free Application for Federal Student Aid process.
5. Assist students with scholarship opportunities.
6. Actively support students with the community college admission process and understand the coursework needed in order for students to meet college requirements.

7. Understand the Oregon Promise Program.
8. Reports issues to authorities as necessary.

SUPERVISORY RESPONSIBILITIES

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:** 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 children 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 children.
- **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 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. In rare instances where an instructional assistant is required to hold a first aid card (due to their assigned duties) the district will provide time and fund the 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 25 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.