



## FERN RIDGE SCHOOL DISTRICT 28J Job Vacancy Announcement

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### **INSTRUCTIONAL ASSISTANT/STATE TESTING COORDINATOR** **7.00 HOURS PER DAY at ELMIRA HIGH SCHOOL** **Temporary for the 2021-2022 School Year**

October 26, 2021

Fern Ridge School District is accepting applications for temporary 7.00 Instructional Assistant/State Testing Coordinator position at Elmira High School for the 2021-2022 school year. This position will provide small group and individual student support. Supervision, light cleaning and clerical work may also be required.

Preference given to highly qualified applicants.

The successful candidate must be able to pass a fingerprint background check with the Oregon Department of Education (cost is \$72.50) and must be willing to provide evidence of compliance with all Oregon Health Authority requirements for school employees.

#### **Essential Requirements:**

- Ability to work closely with students and positively assist them with learning & behavior goals.
- Ability to stay on a daily schedule and ensure small group instruction begins on-time.
- Excellent written and oral communication skills.
- Ability to take direction and feedback from supervising staff.
- Fingerprint background check with the Oregon Department of Education (cost is \$71.50). Background checks are required for each successful candidate prior to starting work.
- Ability to multi-task and work within a flexible schedule and routine.

#### **Personal Strengths:**

- Problem solver; comfortable creating or improving upon existing systems.
- Strong organizational and time-management skills.
- Ability to be proactive and positive with staff and students.
- Understand the importance of confidentiality.
- Ability to work harmoniously with others to achieve common goals.
- Ability to foster and maintain a positive school culture, characterized by trust, shared thought leadership and respect.
- Ability to maintain a calm demeanor even in stressful situations.

**Application Procedure:** Complete applications can be dropped off with the Superintendent's Office at 88834 Territorial Rd. Elmira or can be sent electronically to [mcook@fernridge.k12.or.us](mailto:mcook@fernridge.k12.or.us)

Your complete application will include:

- Letter of Interest
- Current Resume
- Completed Classified Application
- At least three (3) letters of recommendation from persons qualified to comment on your skills, abilities and/or preparation for this position.

- Official or Unofficial transcripts for highly qualified positions (HQ). To be considered \*HQ, you must provide proof of successful completion of 72 quarter hours or associates degree (or higher) **OR** pass a paraprofessional exam.

In-district employees need only to submit a letter of interest to be considered for this position.

**Compensation:**

- Pay Range of \$13.54 - \$16.68 per hour depending on experience.
- PERS Eligible

**Hiring Details:** Position is open until filled.

**Start Date:** To be determined.

**An Affirmative Action/Equal Opportunity Employer:** Fern Ridge School District 28J does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to the treatment of employment in its programs and activities as require by state and federal law. If you have any concerns or complaints, please contact Human Resources at 541-935-2253 Ext 1203.

**Veterans:** A copy of the applicants Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **OR** a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pensions.

**Disabled Veterans:** A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **AND** a copy of the applicant's veteran's disability preference letter from the U.S. Department of Veterans Affairs (unless the information is included on the DD Form 214 or 215).

For veterans' preference to apply, the required military documents must be submitted at the time of application submission.

**Contact Information:**

Fern Ridge School District 28J  
Human Resources Department  
88834 Territorial Road  
Elmira, OR 97437

Website: [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us)  
Phone: 541-935-2253 Ext. 1203  
E-Mail: [msmith@fernridge.k12.or.us](mailto:msmith@fernridge.k12.or.us)



## FERN RIDGE SCHOOL DISTRICT 28J

### JOB DESCRIPTION

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

#### **JOB SUMMARY**

The primary function is supervision and working with students in the school setting.

#### **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 in implementing planned activities using teacher designated methods and materials for individuals and small groups for the purpose of instructional support.
4. Assists and implements behavior supports plans using appropriate strategies and techniques as specified in the student's behavior support plan, including positive reinforcement.
5. Assists the teacher in the set-up and maintenance of the classroom, materials and supplies.
6. Supervises a variety of student activities including playground, assemblies, cafeteria, bus loading, field trips and other areas where students gather.
7. Assists the teacher in communicating with parents regarding student's progress and or behavior as requested by the teacher.
8. Assists students with managing behaviors, de-escalation and resolving conflicts.
9. Follows prescribed daily schedule as outlined by the teacher.
10. Assists the teacher in grading papers, recording behavior data, and record keeping.
11. Administers medication within the scope of District policy (ies), state and federal law if assigned.
12. Reports safety, sanitary and fire hazards immediately to supervisor.
13. Maintains appropriate certifications and training hours as required.
14. Complies with applicable District, state, local and federal laws, rules and regulations.
15. Maintains positive interactions with students, parents, and staff.
16. Interacts thoughtfully and courteously with students, staff and community.
17. 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. 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:** 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 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. MANDT trained as soon as possible after hire.

## 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.

9/2019