



Coquille

School District #8

970 N Central

Coquille, Oregon 97423

Phone: 541-396-2181 Fax: 541-396-5015

DATE: February 21, 2023
TO: All Interested Parties
FROM: Rachel Price, Human Resource Director
SUBJECT: Notice of Vacancy – **Internal and External**

Coquille School District has an opening for the following position:

POSITION: Educational Assistant / Child Development Center 6.5 hr/day

Bilingual candidates and candidates experienced in working with bilingual students and families strongly encouraged to apply.

SALARY RANGE: \$15.00 - \$17.91 - Excellent Fringe Benefits

COMPLETE APPLICATION:

A Complete Application Consists of:

- 1) Letter or Email of Interest
- 2) Application
- 3) <http://www.coquille.k12.or.us/employment.html>
(Classified Application)
- 4) Resume
- 5) Letter of Recommendation

SEND TO:

Rachel Price
Coquille School District 8
970 N Central
Coquille, OR 97423
Or email to: rprice@coquille.k12.or.us

CLOSING DATE: Open Until Filled

TERMS OF EMPLOYMENT: Pre-employment drug testing and background check required.
Coquille School District is an EOE.

If you have a disability and need this publication in an alternate form, please contact Coquille School District 8 (P) 541-396-2181

Job Description

Job Title: **Educational Assistant**

Assignment: **Daycare**

Reports to: **Daycare Supervisor**

Evaluated by: **Daycare Supervisor**

Position Overview: To perform instructional duties, supervision duties, and clerical duties in support of lead daycare staff.

1. Essential Job Functions:

- a) Prepare activity materials as directed
- b) Oversee group activities as directed.
- c) Instruct small groups of children.
- d) Run errands
- e) Assist teacher with student activities.
- f) Other duties as assigned

2. Other Job Functions:

- a) Supervise student activities.
- b) Supervise student outside the classroom.
Other related tasks as directed

3. Qualifications:

- a) Knowledge of:
 - i. Maintaining harmonious working relationship with coworkers & staff
 - ii. Working with children.
 - iii. General knowledge of office equipment.
 - iv. Word processing skills
 - v. Preference given to bilingual speaker
- b) Ability To:
 - I. Follow oral and written instructions.
 - II. Maintain confidentiality.
 - III. Maintain composure in stressful situations.
 - IV. Be well groomed and maintain an appropriate appearance.
 - V. Maintain regular attendance

4. Experience:

- a) Prior classroom assistant experience desired.
- b) Two-year degree preferred.

5. License:

- a) Attained at the age of 18 with high school diploma

6. Physical Requirements:

In an eight-hour day, employee may

- a) Stand/Walk 5-6 Hours
- b) Drive 1-2 Hours
- c) Sit 3-4 Hours
- d) Stoop/Squat/Bend 1-2 Hours
- e) Lift/Carry 1-2 Hours Up to a weight of 50 lbs
- f) Climb Stairs Occasionally
- g) Use hands for repetitive motions Frequently
- h) Use feet for repetitive movements Frequently

Note: If hired, no unauthorized comments or postings about district business or students are allowed on social media.

This job description, developed November 27, 2018, supersedes all prior descriptions for this position.

I have reviewed this Job Description and understand the contents.

Employee

Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.