



Coquille

School District #8

970 N Central
Coquille, Oregon 97423
Phone: 541-396-2181 Fax: 541-396-5015

DATE: February 15, 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 – Resource Room

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

SALARY RANGE: \$16.10 - \$19.23 – With excellent fringe benefits

COMPLETE APPLICATION:
A Complete Application Consists of:

- 1) Letter or Email of Interest
- 2) Application
<https://www.coquille.k12.or.us/wp-content/uploads/2022/08/Classified-Application.pdf>
- 3) Resume
- 4) 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: **Education Assistant**

Assignment: **Special Education**

Reports to: **Principal/Special Education Director**

Evaluated by: **Special Education Dir.**

Position Overview: To perform duties in support of the teachers in special education programs.

1. Essential Job Functions:

- a) Work with students on as-needed basis.
- b) Adhere to established guidelines for behavior management and demonstrate appropriate role modeling for behavior.
- c) Learn, understand and implement instruction and accommodations needed for student in all educational settings.
- d) Provide supplemental instruction as directed.
- e) Maintain a daily journal to document assigned student's behavior and anecdotes.
- f) Recognize special needs of student and relay needed information to appropriate school personnel.
- g) Become familiar with appropriate developmental goals for the assigned student.
- h) Other duties as assigned

2. Other Job Functions:

- a) Prepare reports and documents as needed.
- b) Review and organize IEP files per standards as requested.
- c) Adapt and provide materials as needed.
- d) Recognize special needs of student and relay information to appropriate personnel.
- e) Provide supplemental tutoring as directed by teaching staff.

3. Qualifications:

- a) Knowledge of:
 - I. Meet Highly Qualified requirements by having at least 48 college credits or passing the district approved NCRC exam at level 5 or have acceptable documentation from another entity.
 - II. Effective communication skills
 - III. Problem solving skills
 - IV. Effective written skills
- b) Ability to:
 - I. Follow oral and written instructions given by personnel
 - II. Respect confidential information concerning students' school performance and disabilities.
 - III. Maintain composure in stressful situations
 - IV. Summarize educational content and materials
 - V. Establish a working relationship with child and child's teacher.
 - VI. Maintain regular attendance.
 - VII. Maintain professional dress and cleanliness

4. Experience:

- a) Prior experience working with special needs children desired

5. 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 26, 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.