



*Coquille*

School District #8

970 N Central Blvd

Coquille, Oregon 97423

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

DATE: April 5, 2024

TO: All Interested Parties

FROM: Rachel Price, Human Resource Director

SUBJECT: Notice of Vacancy - Internal / External

POSITION: **Special Education Educational Assistant – Adaptive Life Skills Room, 7.5 hours/day**

SALARY RANGE: \$18.04 to \$21.54 DOE Excellent Fringe Benefits

COMPLETE APPLICATION:

- 1) Letter of Interest
- 2) Application Online: <https://coquille.tedk12.com/hire/ViewJob.aspx?JobID=1207>

Or in person at the District Office

- 3) Resume
- 4) Letter of Recommendation

SEND TO:

Rachel Price  
School District 8  
970 N Central  
Coquille, OR 97423  
Or Email: [rprice@coquille.k12.or.us](mailto:rprice@coquille.k12.or.us)

CLOSING DATE: Open Until Filled

TERMS OF EMPLOYMENT: Pre-employment drug testing and background check required.  
Must have at least 48 college credits or pass NCRC exam at level 5

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, 541-396-2181

Job Title: Educational Assistant – ALS      Assignment: Special Education

Reports to: Special Programs Director and Teacher      Evaluated by: SP Director

Position Overview: To provide instructional assistance and supervision in the special education classroom with the ability to meet the special needs of each student's individual educational plan with a successful outcome

1. Essential Job Functions:

- a) Work under the direct supervision of, and follow instructional plans provided by the certified special education teachers and/or licensed specialists in a group or one-on-one situations.
- b) Implement Individualized Education Plan (IEP) assignments.
- c) Have knowledge of special education procedures and paperwork.
- d) Work with disabled students to serve their specialized disability needs.
- e) Be willing and able to receive and implement targeted training specific to students with disabilities based on their needs.
- f) Assists with loading and unloading children from buses, transitioning students from classroom to lunchroom, music, recess, library, etc.
- g) Assist in creating and maintaining a safe and positive environment that promotes optimum learning and the safety of students and staff in any educational setting.
- h) Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
- i) Utilize positive behavior management strategies as directed by the teacher and/or specialist to assure student safety, dignity and responsibility for their own actions.
- j) Provide support by organizing and duplicating paperwork.
- k) Appropriately maintain and secure confidential records and inquiries.
- l) Performs physical labor as required.
- m) Must support positive interactions with staff, students, parents, and patrons.
- n) Maintain regular attendance in order to preserve continuity.
- o) Perform other duties as determined or assigned by the supervising teacher and/or building principal or at the discretion of the district.

2. Qualifications:

- a) Complete 2 years of related college education, or an AA degree, or meet the Highly Qualified requirements by having at least 48 college credits or passing the district approved NCRC exam at level 5
- b) Possess or receive training in the district required physical intervention system;
- c) Prior successful experience working with students with special needs.
- d) Ability to assist students in their personal hygiene and physical care as needed.
- e) Ability to apply Special Education rules, regulations and policies.
- f) Ability to communicate effectively, both verbally and in writing.
- g) Hold a valid first aid card.
- h) Perform physical requirements which may include lifting up and/or exerting force occasionally of 20-50 lbs., frequently 10-25 lbs. to assist students with mobility issues; may involve moving ambulatory equipment; possess stamina to frequently move from sitting position to standing, walking, running, stooping, bending, reaching and kneeling.
- i) Assistants will be required to have the following characteristics and/or skills:
  - a. Personable and friendly
  - b. Retain confidential information
  - c. Organizational ability
  - d. Neat and orderly
  - e. Punctual

- f. Supportive of district programs
- g. Good attendance

3. Experience:

- a) Prior classroom experience desired.
- b) Previous special education experience preferred.

4. 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.