

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: EDUCATIONAL ASSISTANT

DEPARTMENT: STUDENT SERVICES

REPORTS TO: DIRECTOR OF EDUCATIONAL SERVICES

DEFINITION:

Under supervision, provide assistance to certificated staff in the instruction, supervision, training and instruction of students in the classroom setting.

EXAMPLES OF DUTIES:

Essential duties and responsibilities include the following. Please note that not all duties apply to all educational assistants. Some are very specific to the job/classroom where the educational assistant is assigned.

- Assist the instructor in assigned instructional areas
- Collect and log data for the purpose of maintaining instructional consistency
- Supervise and assist students in the classroom, integrated settings and in the community for the purpose of ensuring student safety
- Attend meetings with the purpose of providing written support and/or conveying information required to perform functions
- Collect data on behavior and learning, and assist students in developing appropriate social skills/behaviors
- Coach students in communication, self-control, and cooperation for the purpose of ensuring a positive learning environment
- Support students in integrated settings for the purpose of promoting socialization and implementing behavior plans
- Works with students individually or in small groups
- Assists teacher in recordkeeping and compiling reports
- Interacts with students encouraging performance and progress
- Reinforcing or following up on teacher's lessons
- Assists with the administration of student assessment tests
- Assures confidentiality
- Performs a variety of clerical duties
- Participates in staff meetings and professional development activities
- Operate and use various school technology
- Transport students in a District vehicle
- Assist with the physical needs of handicapped students including toileting and feeding
- Assist in shaping appropriate social behaviors and issues
- Other related work as required by supervisor
- May assist in providing social/emotional and behavioral outreach information to students and refer to the counselors as needed.

- **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please note that not all qualifications apply to all educational assistants. Some are very specific to the job/classroom where the educational assistant is assigned.

KNOWLEDGE OF:

- Proper English usage, spelling, grammar, punctuation and vocabulary
- Bilingual skills - desired
- Basic computer skills
- Modern office equipment
- Behavior management strategies and techniques relating to pupils.

ABILITY TO:

- Understand and carry out written and oral instructions
- Demonstrate proficiency in reading, writing and mathematical skills sufficient to obtain a passing score on a standardized proficiency test as needed by the District.
- Effectively supervise students in a variety of situations.
- Maintain the security and confidentiality of specified records and information.
- Maintain effective working relationships with students, parents, teachers, and administration.
- Learn and operate Augmentive Communication Devices.
- Learn applications of Applied Behavior Analysis (ABA), TEACCH and other methods of instruction commonly used with students who have Autistic Spectrum Disorders.
- To learn and operate equipment used for lifting and transferring high school age students.
- Empathize with the needs of high school special education students; react with flexibility, patience, and sensitivity to changing situations and needs of students; communicate with students and motivate them to participate in learning activities.
- To have skills necessary to work with high school age students.
- Assist in providing outreach information, attending meetings and coordinating with other staff members on students' health issues.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Light to moderate physical effort standing and/or walking for extended periods of time.

- Frequently lift and/or move up to 15 pounds, and may occasionally lift and/or move up to 60 pounds.
- Lifting and/or transferring of students.
- May involve toileting of students.
- Mobility to stand, stoop, reach and bend.

ENVIRONMENT

- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

DESIRABLE EXPERIENCE:

- Previous experience working in an educational setting with students with Autism Spectrum Disorder (ASD).
- Previous experience working with students of various disabilities.
- Previous experience working with at risk youth.

EDUCATION

- Equivalent to the completion of high school.
- AA Degree or two years of college (48) units or have met the established requirements of an academic assessment or Para-Educator Certificate (NCLB)
- First Aid and CPR certificate desirable.

LICENSE REQUIREMENT

- A valid California Drivers License

NOTE:

The District may require specialized skills, abilities and training appropriate for a particular assignment.