

GRESHAM-BARLOW SD 10J

Media & Educational Assistant, DCD (1248)

JOB POSTING

Job Details

Title **Media & Educational Assistant, DCD**
Posting ID **1248**
Description **Posting Date:** November 6, 2017
Application Deadline: In-District Bargaining Unit Members November 13, 2017. If position is not filled with a bargaining unit member, outside applicants will be considered thereafter until filled.
Projected Start Date: Approximately January 3, 2018. Exact date to be determined by the district.

Media & Educational Assistant
Deep Creek Damascus K-8 School
One Position
Media Assistant - Middle School
4.75 hours/day, 185 days/year
Educational Assistant - Elementary
2 hours/day, 182 days/year
Salary Range \$13.98 to \$19.89/hour

Job Summary: The job of “**Educational Assistant - Elementary/Middle - Media**” is done to insure an orderly operation and maintenance of the school media collection and to provide library services to students and staff.

Essential Job Functions:

- Manages circulation and collection, utilizing the automated system in place, including: adding and deleting patron records, backing up data each day, adding and deleting materials, processing materials, running reports as needed, keeping an inventory of the collection
- Monitors classes that come to the media center for regular library visits: check-in/check-out of materials, reading a story (elementary), supervising study hall or work sent by the teacher, supervising silent reading time
- Shelve books, using Dewey Decimal system of classification and maintain the order of the shelves
- Processes materials for library use: spine label, stamp, bar code, enters into the system
- Repairs/mends library materials as needed
- Aids students in selection process and in using the patron stations and in other computer work
- Trains and supervises volunteers helping with media center upkeep, e.g. shelving books
- Acts as a representative of the media center: fielding calls from parents, fielding calls from sales representatives, working with parent clubs, working with the public library
- Prompt and regular attendance

Other Job Functions:

- Helps maintain general upkeep of the library
- Sets up space for classes, meetings held in the library
- Gathers collections for staff as requested
- Notifies staff and students of overdue materials in timely manner
- Process holds for students
- Promotes library as needed (bookmarks, posters, etc.)
- Makes bookmarks as needed
- Sorts media mail and develop and maintain a file of vendor catalogs
- Keeps a list of teacher/student requests for ordering purposes
- Collects money and issue receipts for lost books. Issue refunds if a book is found.
- Maintains bulletin boards, seasonal displays in media manner

- Participates in the weeding process
- Participates in lunch, recess and dismissal duties as assigned by principal
- Performs other duties as assigned
- Assists with the transportation needs of students, including walking them to and from the bus, supervision of students on the way to and from the bus, supervision of loading and unloading of busses, arranging for the transportation needs of students

Essential Job Requirement – Qualifications:

- Experience Required: Prior job related experience, paid or volunteer, with school-age children.
- Skills, Knowledge and/or Abilities Required: Skill to perform basic clerical functions, basic arithmetic calculations, operate standard office equipment, use English in verbal and written form, use correct grammar, punctuation and spelling. Knowledge of principles of child development, instructional processes. Ability to understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity. Knowledge of Dewey Decimal system and automated library systems helpful.
- Education Required: Highly Qualified Status pursuant to Federal No Child Left Behind guidelines.
- Licenses, Certifications, Bonding, and/or Testing Required: Fingerprinting and Criminal History Check, and current First Aid card.

Job Summary:

The job of **Instructional Assistant** is done for the purpose/s of assisting, under direct supervision, the supervision and instruction of students and relieving teachers of routine clerical tasks. Assistance to the licensed teacher is achieved through the planning and implementation of assigned instructional programs for students who are not in categorical programs (e.g. special education, ELL).

Essential Job Functions:

- Assists through one on one and small group instruction and tutoring; and can include assistance in the testing of students and performing a variety of clerical duties in support of the teacher.
- Works under the supervision of an appropriately licensed teacher who assigns the instructional activities that the instructional assistant carries out
- Works in close and frequent proximity to the appropriately licensed teacher with access to assistance and consultation and regular monitoring
- Confer with teacher(s) to provide feedback on student performance in their areas of instructional responsibilities.
- Conduct student testing using prescribed test batteries; correct tests and record scores on student(s); and inform teacher(s) of any unusual academic or behavioral needs.
- Help support students in developing positive interpersonal relationships with peers and adults.
- Promote safety of the students through the application of the district's student management and safety guidelines
- Monitors individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment
- Prompt and regular attendance

Other Job Functions:

- Maintains classroom equipment, materials, and students' files, records, etc. for the purpose of ensuring availability of items as may be required
- Performs record keeping and basic clerical functions, scheduling, copying, etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials
- Administers first aid and medical assistance (e.g. tube feeding to students) for the purpose of providing appropriate care for ill, medically fragile and/or injured children
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Confers, under the supervision of the teacher, with teachers, parents, and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing of students' objectives
- Participates in various meetings for the purpose of sharing information and/or improving one's skills/knowledge

- Assists with the transportation needs of students, including supervision of students to and from the bus, supervision of loading and unloading of busses, and arranging for the transportation needs of students

Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience, paid or volunteer, with school age children.
- Skills, Knowledge and/or Abilities Required: Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in verbal and written form, and use correct grammar, punctuation and spelling. Knowledge of principles of child development, instructional processes. Abilities to sit for prolonged periods, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.
- Education Required: Completed associates or higher degree, completed at least two years of study at an institution of higher education (72 college quarter hours or more) or met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment, knowledge of and ability to assist in instructing reading, writing, and mathematics.
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and First Aid/CPR card.

*All employees hired by the school district into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

Shift Type

Full-Time

Salary Range

\$13.98 - \$19.89 / Per Hour

Location

Deep Creek/Damascus K-8

Applications Accepted

Start Date

11/06/2017