



# Northwest Regional Education Service District

## NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

**Position Title:** Instructional Assistant  
**Department:** As Assigned  
**Location:** As Assigned  
**Reports To:** As Assigned  
**FLSA Status:** Non Exempt  
**Bargaining Unit:** Classified, OSEA  
**Salary:** Support Services Salary Schedule, Range D

Prepared Date: 9/2019

### **GENERAL DESCRIPTION:**

This position carries out program activities as planned and scheduled by licensed personnel and provides instruction to individual and small groups as directed by the licensed staff. This position monitors student safety and behavior in various settings.

### **QUALIFICATIONS:**

1. High School Diploma or equivalent required.
2. To perform this job successfully, an individual should be proficient with the following: e-mail (MS Outlook), internet software and word processing (MS Word).
3. Ability to lift students from a wheel chair to the floor and back and on and off of a changing table.
4. Certificates as determined by the District including a valid driver's license and CPR certificate as well as instruction in bloodborne pathogens. Other training as required by District.
5. Ability to speak Spanish preferred.

**ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

1. Prepares instructional materials under direction of licensed teacher.
2. Provides instruction under the direction of licensed teacher.
3. Assists teacher in working with students to complete assignments.
4. Assists teacher in grading and recording students' assignments.
5. Takes and maintains data as needed and required by licensed teacher.

#### **Clatsop Service Center**

3194 Marine Drive  
Astoria, OR 97103  
503-325-2862 Fax: 503-325-1297

#### **Columbia Service Center**

800 Port Ave  
St. Helens, OR 97051  
503-366-4100 Fax: 503-397-0796

#### **Tillamook Service Center**

2515 3<sup>rd</sup> Street  
Tillamook, OR 97141  
503-842-8423 Fax: 503-397-6272

#### **Washington Service Center**

5825 NE Ray Circle  
Hillsboro, OR 97124  
503-614-1428 Fax: 503-614-1440



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6. Assists students with restroom needs as directed.
7. Maintains students' safety and monitors appropriate behavior at recess, in class and during bus loading and unloading. Notes discipline issues and completes proper paperwork for reporting such incidents.
8. Participates in restraint training as required.
9. Maintains confidentiality.
10. Maintain regular and consistent attendance and punctuality
11. Work collaboratively and communicate effectively with staff and customers at all organizational levels.
12. Perform other duties and responsibilities as assigned.

**MARGINAL DUTIES AND RESPONSIBILITIES include the following.** Performs some or all of the following tasks. Other duties may be assigned.

1. Washes and dries children's clothing as needed.
2. Washes dishes and toys as directed.
3. Sanitizes desks, tables, straws, oral motor equipment and other items as directed.
4. Arranges classroom furniture as directed.

## **WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

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## **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, staff and parents.

## **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy. Knowledgeable of various levels of mathematics concepts K – 12.

## **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee may be exposed to bloodborne pathogens. The noise level in the work environment is usually moderate.

## **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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; and use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**Note:** The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

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Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the ESD's goals.

## **Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be an antiracist organization. We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, Equal Employment Opportunity and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at [hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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