



We are pleased to announce that we are seeking qualified applicants for the position of

## EDUCATIONAL ASSISTANT

(FOR EARLY CHILDHOOD SPECIAL EDUCATION CLASSROOM)

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S): 1** Educational Assistant for Early Childhood Special Education (ECSE) Classroom  
32 hrs/week, Days/Hours TBD, 189 days (pro-rated for remainder of 2020-21)

**LOCATION:** Alyce Hatch Center, Bend

**START DATE:** April 5, 2021 or as soon as possible

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, no less than \$15.25/hr  
Benefits include family insurance package, paid sick/personal leave and paid holidays, generous PERS contribution

**QUALIFICATIONS:** Definition  
Under the direction of the classroom teacher and/or administrator, the assistant provides support services in classrooms, resource centers, or other program related areas. The assistant directs involvement in the instructional program for assigned students and their identified needs. Duties and responsibilities depend on class/program assignments.

### Qualifications

There is a minimum requirement of a High School Diploma or equivalent. Must be NCLB Highly Qualified (HQ) or working toward HQ status defined as 1) two years postsecondary study, or 2) an Associate's degree (or higher) or a HDESD approved professional/technical certificate, or 3) satisfactory completion of the Paraprofessional training and a passing score on the Paraprofessional praxis test. The assistant must possess good organizational skills and good command of the English language. Employee must have demonstrated aptitude for the work to be performed and a genuine interest in and ability to relate to students. Previous training or experience with children in a similar program preferred. The ability to perform significant reaching, bending, stooping, crouching and lifting 35 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Amy McCormack, 541.312.1965 or [amy.mccormack@hdesd.org](mailto:amy.mccormack@hdesd.org)

### **A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website [www.hdesd.org](http://www.hdesd.org))
- Three (3) professional letters of recommendation

### **DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.693.5601  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 3/16/21

DIRECTOR OF HUMAN RESOURCES  
Posting # C20-21/138

# **EDUCATIONAL ASSISTANT**

**Definition** Under the direction of the classroom teacher and/or administrator, the assistant provides support services in classrooms, resource centers, or other program related areas. The assistant directs involvement in the instructional program for assigned students and their identified needs. Duties and responsibilities depend on class/program assignments.

## **Qualifications**

There is a minimum requirement of a High School Diploma or equivalent. The assistant must possess good organizational skills and good command of the English language. Employee must have demonstrated aptitude for the work to be performed and a genuine interest in and ability to relate to students. Previous training or experience with children in a similar program preferred. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population. The ability to perform significant reaching, bending, stooping, crouching and lifting 35 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

**Classification** Classified

**Reports To** Teacher, Team Leader and/or Supervisor

## **Performance Responsibilities**

1. Follow the direction of the teacher, team leader or supervisor in a cooperative manner
2. Learn techniques, procedures and routines quickly and competently
3. Elicit specific behaviors from children as indicated by the instructional program
4. Develop and maintain harmonious working relationships with students, families, volunteers, other staff members and the general public as directed by the teacher, team leader or supervisor
5. Assist the teacher, team leader or supervisor in working with children, either individually or in groups
6. Assist in all phases of the daily operations of the program
7. Assist in maintaining the student's life skills such as dressing, hygiene, toileting and feeding students
8. Assist with the integration of children into a variety of settings
9. Assist with appropriate assessments of students as directed
10. Assist with implementing individualized educational plans, such as IFSP, IEP, 504, PEP, BIP
11. Prepare instructional materials and operate instructional equipment as directed
12. May work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher
13. Record student progress and /or other records as directed
14. Manage student behavior across setting using consistent and positive intervention strategies
15. Maintain a neat and orderly environment
16. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers
17. Communicate regularly and appropriately through the use of email
18. Respect and maintain confidential information in all situations
19. Fulfill other related duties as assigned

## **Terms of Employment**

Salary, benefits and vacation are established by policy and the collective bargaining agreement.