

GLADSTONE SD 115

Educational Assistant (2801)

JOB POSTING

Job Details

Posting ID

2801

Title

Educational Assistant

Description

Supervisor: Building Administration
Classification: Classified - Hourly
FTE: 0.375 (3 hours per day) Part Time

Application Deadline: Open Until Filled
Start Date: September 2025
Hours: 10:25AM to 1:25PM

Gladstone School District #115 strives to create an inclusive environment that welcomes and values the diversity of our staff and students. We foster fairness, equity and inclusion to create a workplace environment where everyone is treated with respect and dignity. We are most interested in finding the best candidate for the position, and we encourage you to apply. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact human Resources to discuss your application.

Gladstone offers stipends for classified staff based on educational experience.

General Description of the position:

Responsible for organizing and supervising students in social situations (i.e. recess and lunch room supervision). More specific duties may be assigned by the building administrator based on building needs.

Minimum Qualifications:

1. Sound oral and written communication skills.
2. High school diploma or equivalent documentation.
3. Second language skills desirable.
4. Sound reading and speaking skills in English.
5. Emotional and physical stamina to perform the duties assigned to this position
6. Ability to exercise tact, patience and courtesy when working with students, staff, parents and the community.
7. Strong interpersonal/human relations skills.
8. Experience in a school setting desirable.
9. Experience incorporating the perspectives of multiple communities, including [communities of color], in the consideration of impacts and outcomes of a decision-making process.
10. Other qualifications as may be established by the District.

Essential Functions:

1. Regular attendance and punctuality.
2. Supervise students in a variety of settings.
3. Assist students in behavior management as directed by supervisor.
4. Follow confidentiality guidelines of the District.
5. Adhere to policies and procedures of the District.
6. Conform to building regulations and employment rules.
7. Other duties as assigned

Required Knowledge, Skills, and Abilities

1. Capable of working with students of varied ages.

2. Able to communicate with parents by phone, email and in person.
3. Strong interpersonal skills.
4. Experience in organizing and supervising elementary age children.

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|---|--------------------------------------|---------------------------------|---------------------------|
| <i>Shift Type</i> | Part-Time | <i>Salary Range</i> | \$18.69 to \$26.57 |
| <i>Salary Code</i> | Per Hour | <i>Job Category</i> | Support |
| <i>External Job Application</i> | Classified - Final | <i>Internal Job Application</i> | Classified - Final |
| <i>Location</i> | John Wetten Elementary School | <i>Posting Status</i> | Active |
| <i>Minimum Qualifications Screening</i> | | | |

Job Application Timeframes

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|----------------------------|-------------------|---------------------------|-------------------|
| <i>Internal Start Date</i> | 08/12/2025 | <i>General Start Date</i> | 08/12/2025 |
| <i>Internal End Date</i> | | <i>General End Date</i> | |

Job Pools

| <i>Pool Name</i> | <i>Quantity</i> | <i>Requisition ID</i> | <i>Requisition Title</i> |
|------------------|-----------------|-----------------------|--------------------------|
| Default | 1 | | |

Alternate Job Contact

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|-----------------|---|--------------|----------------------------|
| <i>Name</i> | Jennifer Zamora | <i>Title</i> | Executive Assistant |
| <i>Location</i> | Gladstone School District Office | <i>Phone</i> | 503.496.3935 |
| <i>Email</i> | zamoraj@gladstone.k12.or.us | | |

References

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|---|------------|-----------------------------|--------------------------|
| <i>Automatically Send Reference Check</i> | Yes | <i>Reference Check Form</i> | Classified Survey |
|---|------------|-----------------------------|--------------------------|