

JOB DESCRIPTION

Clackamas ESD

POSITION TITLE: ECSE Itinerant Educational Assistant

DEPARTMENT: Early Childhood Education

SCHEDULE PLACEMENT: Range 11

WORK YEAR: Varies

SUPERVISED BY: Program Coordinator

EMPLOYEE ASSOCIATION: Classified

GENERAL DESCRIPTION OF THE POSITION:

The ECSE Itinerant Educational Assistant will, under the day-to-day direction of the teacher and/or related services staff, serve students in self-contained and community preschool or childcare settings. The Itinerant EA may also substitute for educational assistants who are absent. The Itinerant Educational Assistant helps set up and clean up the classroom space before and after each group, prepares materials and snacks, works with children individually or in a small group within the daily preschool routine, and attends to the health and safety of each child. The Itinerant Educational Assistant will also follow and support both the Clackamas ESD and the host school district's policies and procedures, perform other duties as assigned, and work cooperatively and harmoniously with children and their parents, co-workers and supervisors.

ESSENTIAL FUNCTIONS:

1. Reports to various preschool locations and start/end times on a day-to-day basis as assigned
2. Participates in training designed to familiarize and build skills to substitute in the ESD's ECSE classrooms
3. Fulfills educational assistant duties, as assigned by the ECE Specialist, when the educational assistant is absent
4. Accurately and consistently transports self to arrive on time at assigned locations throughout Clackamas County
5. Reports to ESD's Main Office when there are no classroom assignments and/or as assigned
6. Assists teaching individual children or children in a small group
7. Assists children in a variety of activities including arrival, departure, play, meals, and personal care, including changing diapers and soiled clothing
8. Assists with management of children's behavior using teaching and behavioral procedures which conform with best practices for young children and the individualized needs of each child
9. Implements fine and gross motor activities, and speech and language activities under the design and direction of an Early Childhood Specialist or related services staff
10. Follows the directions of the regular classroom staff and adapts interaction or instruction based on feedback

11. Assists in data collection or writing of progress notes as directed by the teacher or related service staff
12. Assists with maintenance of a clean, safe, and healthy classroom sites including proper disposal of waste, washing, and disinfecting materials
13. Organizes materials and prepares for instructional activities designed by the teacher or related service staff, and completes clerical tasks as assigned
14. Productively manages non-instruction time during planning or assignments at the ESD's Main Office and returns from breaks and lunch promptly
15. Maintains confidentiality

ADDITIONAL FUNCTIONS:

1. Follows and supports the policies and procedures of the ESD and community early childhood settings in which children receive services
2. Performs other duties as may be assigned
3. Works cooperatively and harmoniously with clients, co-workers, and supervisors
4. Maintains professional and technical knowledge by participating in professional development activities
5. Supports child development through training, modeling, and coaching adults who serve ECSE students in community or self-contained settings on specific academic, behavioral, or social-emotional interventions adopted by the program, as assigned by the supervisor

MINIMUM QUALIFICATIONS:

1. At least 18 years of age
2. High school diploma, GED, or equivalent preparation
3. Ability to operate and use technology for student instruction and/or care including computers, augmentative communication devices, and adaptive physical equipment
4. Ability to produce materials using computers, copiers, audiovisual equipment, and other office machines
5. Training or successful experience working with young children in an early childhood setting
6. Ability to work under the direction of multiple supervisors
7. Ability to work as a member of a collaborative team
8. Ability and willingness to provide for students' personal care needs including feeding, diapering, and assistance with toileting
9. Ability to acquire and maintain a valid first aid and CPR card
10. Written and oral communication skills sufficient to perform essential functions
11. Physical and mental attributes sufficient to perform essential functions

WORKING CONDITIONS:

1. Physical care related to young children, including diapering, feeding, dressing
2. Exposure to communicable diseases common in young children
3. Work environment varies frequently during the day and week including the ESD office, public schools, community preschools, outdoors, and family homes
4. Local travel required to deliver services in multiple sites during the day and week
5. Performance of duties involves delivery of services in community preschools and in private homes in which the educational assistant is not in control of the environment

PHYSICAL JOB TASK REQUIREMENTS:

Never	Rare	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 2.5 hours per day or 10 – 33% per day	2.5 – 5.5 hours per day or 34 – 66% per day	5.5 – 8 hours per day or 67 – 100% per day

The physical requirements checked are essential to successfully performing the duties associated with this position.

1. Employee may need to:

- Bend: Never Rare Occasionally Frequently Continuously
- Climb: Never Rare Occasionally Frequently Continuously
- Crawl: Never Rare Occasionally Frequently Continuously
- Drive: Never Rare Occasionally Frequently Continuously
- Kneel: Never Rare Occasionally Frequently Continuously
- Reach: Never Rare Occasionally Frequently Continuously
(above shoulder)
- Reach: Never Rare Occasionally Frequently Continuously
(forward)
- Sit: Never Rare Occasionally Frequently Continuously
- Squat: Never Rare Occasionally Frequently Continuously
- Stand: Never Rare Occasionally Frequently Continuously
- Twist: Never Rare Occasionally Frequently Continuously
- Walk: Never Rare Occasionally Frequently Continuously
- Run: Never Rare Occasionally Frequently Continuously
- Stairs: Never Rare Occasionally Frequently Continuously
- Lying: Never Rare Occasionally Frequently Continuously
Down

2. Employee may use hands for:

- Grasping Never Rare Occasionally Frequently Continuously
- Pinching Never Rare Occasionally Frequently Continuously
- Finger Never Rare Occasionally Frequently Continuously
Manipulation

3. Employee may use wrists for:

- Twisting/turning Never Rare Occasionally Frequently Continuously

4. Environmental Exposures:

- Chemical Contact: Never Rare Occasionally Frequently Continuously
 Moving Objects: Never Rare Occasionally Frequently Continuously
 Noise: Never Rare Occasionally Frequently Continuously
 Safety Equipment: Never Rare Occasionally Frequently Continuously
 Wetness: Never Rare Occasionally Frequently Continuously

5. Sensory Requirements:

- Vision: Never Rare Occasionally Frequently Continuously
 Hearing: Never Rare Occasionally Frequently Continuously
 Talking in person: Never Rare Occasionally Frequently Continuously

6. Pushing/Pulling:

- 01— 30 lbs Never Rare Occasionally Frequently Continuously
 Pushing pulling children in wheelchairs or wagons, for a max of 100 feet.
- 31— 50 lbs Never Rare Occasionally Frequently Continuously
 Rolling wheelchairs over thresholds and up and down ramps, for a max of 10 feet.
 Controlling distressed students, if necessary for safety.
- > 50 lbs Never Rare Occasionally Frequently Continuously

7. Carrying:

- 01— 25 lbs Never Rare Occasionally Frequently Continuously
 Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.
- 26 — 50 lbs Never Rare Occasionally Frequently Continuously
 Carrying of children (who are injured or in distress), for a max of 10 feet.
- > 50 lbs Never Rare Occasionally Frequently Continuously

8. Lifting:

- 01— 25 lbs Never Rare Occasionally Frequently Continuously
 General school supplies, teaching materials, food items, and backpacks
 Lowest point: Ground Highest point: 6 feet
- 26 — 50 lbs Never Rare Occasionally Frequently Continuously
 Lifting children, positioning of students in wheelchairs and assisting in transfer of students.
 Lowest point: 1.6 feet Highest point: 3 feet
 (height of hands) (height of hands)
- > 50 lbs Never Rare Occasionally Frequently Continuously

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

REASONING ABILITY:

- Routine, repetitive tasks with simple instructions
- Ability to follow detailed instructions that require few changes
- Ability to follow detailed procedures with several potential variables
- Problem solving ability and interpretation of events required for practical matters
- Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- Logical or deductive thinking required frequently
- Creative, innovative solutions to job problems

CALCULATIONS:

- Simple copying, addition, counting, subtraction
- Ability to divide and multiply
- Understanding the metric system and conversions
- Fractions, decimals, and percentages
- Statistics, use of graphs
- Advanced mathematics
- Theoretical application of statistics and complex math

LANGUAGE:

- Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- Ability to explain simple directions, copy data from one form to another
- Completes form letters or answers routine correspondence
- Composes correspondence independently
- Reads and interprets complex technical material
- Ability to speak and understand a second language
- Can prepare complex reports and documents as required
- Ability to speak with individuals and small groups in an articulate manner
- Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

I hereby indicate by my signature that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the positions, and
3. I can perform the essential functions of this position without an accommodation.

Employee _____ Date _____

Supervisor _____ Date _____