

Sauvie Island School
Job Description
Educational Assistant: Kindergarten

POSITION INFORMATION:

Application Deadline Date: Until Filled
Start Date: August 25, 2025
Posting Date: June 2025

Job Title: Educational Assistant: Kindergarten
Location: Sauvie Island School
Report to: Executive Director
Status: Part-Time- 5.5 hrs/per day, 172 days
Salary: \$16.75-\$24.20 depending upon experience

SUMMARY: The educational assistant works predominately in the Kindergarten classroom assisting the teacher with classroom management and instruction. They will work on tasks in small groups and one-on-one settings. They help maintain classroom/school expectations, supervise and support students and act under the direction of the teacher/director. The classroom assistant works closely with the teacher in creating a positive classroom environment. Additional supervision of students at specials, at recess and at break will be required.

ESSENTIAL REQUIREMENTS:

PERSONAL QUALITIES:

1. Sense of humor
2. Critical thinking skills
3. Empathetic listener
4. Strong work ethic
5. Positive, problem solving attitude
6. Trustworthy

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Works directly with students with a variety of needs.
- Assists students, individually or in groups, to reinforce learning concepts.
- Assists students with assignments and managing behaviors.
- Models appropriate behavior in various social settings.
- Presents subject matter to students, utilizing variety of methods and techniques.
- Confers with teaching staff on progress of students.
- Tests and evaluates students' abilities and progress as directed by teacher.
- Monitors and assists students as needed.
- Follows prescribed schedule as outlined by the teacher and/or director.

Other Related Duties

- Follows and maintains knowledge of all SIS policies and procedures.
- Assists office staff and teachers as necessary including answering telephones, routing telephone calls or messages to appropriate staff and operating general office machinery including photocopy machine, computer and fax machine.
- Participates effectively at building meetings with teacher and other support staff using appropriate social skills, problem solving and conflict resolution strategies.

- Attends staff meetings.
- When necessary Administer medications within the scope of SIS policy and state and federal law.
- Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
- Attend work regularly.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: SIS Educational Assistants have some responsibility for supervising students and assisting in maintaining a safe environment. At times, they will need to supervise student workers and volunteers.

- Supervises a variety of student activities including playground, cafeteria, bus loading and unloading, field trips, hallways and other areas where students gather.
- Problem solves to find solutions to problems between students.
- Maintains safe environment for students at all times.
- Evaluates student injuries, determines course of action, performs minor first aid in compliance with SIS policy and completes required paperwork in a timely fashion.
- Reports safety, sanitary and fire hazards immediately to supervisor.

QUALIFICATIONS: To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two years' related experience and/or training or equivalent combination of education and experience. Prior successful experience working in a school setting or with special needs children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with children who have a wide range of disabilities.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff. Ability to verbally respond to common inquiries from students.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations.
- **Reading & Literacy Skills:** Ability to instruct and support students in acquiring and building their reading and writing skills, through small group and/or one on one instruction. Ability to deliver reading curriculum through a guided reading and/or a multisensory phonics approach.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** General knowledge of computer and iPad usage and ability to use database software, e-mail, internet software, spreadsheets, teaching software, apps and word processing software.

