

Job Description

Job Title: Operational Assistant

Department: Classified

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Prepared Date: July 2012

Summary: Educational Assistants provide assistance in the work of the school under the leadership and supervision of teachers, coordinators and administrators. The primary services of the operational assistant are to assist high needs students in accessing appropriate educational programs, and provide support to teachers, coordinators and administrators in providing programs for special needs students.

Essential Duties and Responsibilities:

All or some of the following tasks may be required. Other duties may be assigned.

- a. Work cooperatively with teachers and administrators.
- b. Perform classroom and school procedures rapidly and accurately.
- c. Understand and maintain school, staff, student and parent confidentiality.
- d. Spell correctly and use proper English.
- e. Effectively utilize technology to assist in routine clerical work.
- f. Perform physical tasks as required.
- g. Make accurate mathematical calculations when requested.
- h. Establish and maintain cooperative and effective working relationships with students and staff members.
- i. Maintain accurate records.
- j. Assist teachers and administrators.
- k. Use initiative and exercise sound judgment in responding to student needs.
- l. Provide direction and discipline students appropriately when the occasion demands.
- m. Follow and carry out oral and written directions with speed and accuracy.
- n. Perform student supervision as assigned.
- o. Effectively operate office, computer, and audio-visual equipment.
- p. Provide and secure instructional materials as needed by teachers or students.
- q. Assist in the production of instructional materials.
- r. Record grades, score exams and/or written work when provided with a key.
- s. Assist individual student and small or large groups of students as assigned by administration or the teacher.
- t. Utilize the chain of command procedure when attempting to resolve problems or when seeking changes.
- u. Participate in appropriate professional development activities.
- v. Perform other-than-usual tasks to allow students maximum access to education programs including, but not limited to:
 - a. Lift, handle wheelchairs, and escort handicapped students.
 - b. Assist students in toilet procedures, grooming and dining needs.
 - c. Provide routine hygiene and medical procedures.
- w. Assist students in performing life skills or vocational tasks as assigned.
- x. Attend IEP and other meetings as assigned.
- y. Comply with all Board policies, administrative regulations and District procedures, as well as all state, federal and local laws and regulations.

- z. Performs other duties as assigned by teacher or administration.

Qualifications:

- High School Diploma is required.
- Must be at least 18 years of age.
- Two years of college and/or successful Work Keys exam
- Must have exceptional personal integrity, maturity, collaborative skills and personal interest in working with students, staff, parents and the community.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, talk, see, hear, walk and sometimes sit. While performing the duties of this job, the employee may occasionally push or lift up to 100 pounds. The employee is directly responsible for the safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed materials, and the ability to adjust focus. This position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level of the environment is moderate to loud. Work is predominately inside and generally provides protection from the weather but not necessarily from temperature changes. Some outside duties are required. Occasionally required to ascend or descend stairs or similar uneven surfaces. May be exposed to communicable diseases and blood-borne pathogens.

Reports To:

The Operational Assistant will report to the building Principal and supervising Teachers.

Terms of Employment:

Salary and work year as determined by the administration and in accordance with Board policy, individual work agreements and the collective bargaining agreement.

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description

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