

MORROW COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION

POSITION TITLE: Alternative Ed Assistant

SUPERVISED BY: Alternative Education Teacher  
Alternative Education Coordinator

EMPLOYEE ASSOCIATION: Classified

GENERAL DESCRIPTION OF THE POSITION:

This position works under the direct supervision of the alternative education teacher or coordinator to support instructional activities in and out of the alternative education classroom, working with at-risk students. A person holding this position must be able to become “highly qualified” under NCLB regulations and possess or be able to obtain a valid Oregon drivers license and the endorsement to transport students in district vehicles.

ESSENTIAL FUNCTIONS:

1. Works under the direct supervision of certified personnel assisting the teacher in the performance of duties.
2. Operate computers, copy machines, audio-visual equipment and other office machines as necessary and required.
3. Administer first aid as required.
4. Supervise students in the classroom, and other areas as directed.
5. Correct papers, record grades, compile simple statistics, maintain accurate records for required reports.
6. Request, gather, prepare and store materials for teachers and students.
7. Assist students in independent or small group work and follow-up, administer remedial drill work, and provide student assistance when necessary and as directed.
8. Take attendance in class.
9. Perform general clerical duties: type, file, answer telephone and route calls, sort mail, prepare mailings, duplicate and collate materials.
10. Establishes and maintains cooperative relations with staff, students, parents and the general public.
11. Maintain confidentiality in all areas.

12. Maintain bulletin boards and interest centers as required.
13. Initiate public contact via correspondence and telephone as required.
14. In conjunction with the students, maintain a neat, clean classroom environment.
15. Apply district, state and federal laws, rules and regulations.
16. Be able to demonstrate techniques required for a variety of learning activities.
17. Assist in creating and maintaining a learning environment that promotes optimum learning and student safety in the classroom, locker room, gymnasium, playground area and other settings that may be assigned.
18. Utilize positive behavior management techniques and strategies as directed by the teacher to assure student safety, dignity and responsibility for their own actions.
19. Work effectively as a team member in finding solutions to problems.
20. Be proactive to prevent injuries when they can be anticipated and to minimize the degree of injury by quick decisive action.
21. Maintain equipment to allow for maximum usage and student safety.
22. Perform other job related duties as assigned to assure the emotional and physical well being of students.
23. Perform other appropriate duties as assigned by the principal.
24. Operate district vehicles in the transportation of students.

#### EDUCATIONAL/

VOCATIONAL PREPARATION: Must have at least a high school diploma or equivalent. Must have a current First Aid/CPR card. Upon request, must obtain a CDL-commercial drivers license with school bus endorsement, valid with the State of Oregon within thirty calendar days from the date of request.

TRAINING PERIOD: 12 month probationary period.

#### PHYSICAL DEMANDS:

ENDURANCE-MOVING ABOUT: Constantly (2/3 or more of the time). Move from location to location or point to point to perform required physical educational tasks.

ENDURANCE-OVERALL STRENGTH: Moderate Work. Exerts force and/or lifts or carries objects weighing up to 15-30 pounds occasionally.

**TALKING:** Frequently (1/3 to 2/3 of the time). Express or exchange ideas by means of the spoken word to impart oral information to students, staff and patrons and convey detailed spoken instructions accurately. Speak clearly in response to questions from students, staff and patrons; convey oral instructions to students; verbally administer remedial drills.

**FEELING:** Occasionally (up to 1/3 of the time). Perceive such attributes of objects and materials as size, shape, temperature, or texture by means of receptors in the skin, particularly the fingertips. Must be able to perceive the temperature of equipment to detect overheating.

**HEARING:** Constantly (2/3 or more of the time). Perceive the nature of sounds by the ear. Must be able to perceive the sounds of machines and equipment to detect possible faulty operations. Must be able to hear alarms and distress sounds.

**SEEING:** Constantly (2/3 or more of the time). Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects. Must be able to clearly distinguish physical hazards. Must be able to distinguish physical hazards; must see to monitor students behavior and ensure compliance with rules.

**REACHING:** Occasionally (up to 1/3 of the time)  
Extend the hands and arms in any direction. Reach to connect special equipment or set up equipment.

#### **SPECIALTY DEMANDS:**

**PHYSICAL FITNESS:** Excellent physical condition required. May be required to physically restrain students.

**SPECIAL SKILLS OR KNOWLEDGE:** Must have basic knowledge and skills used in learning activities. Must have ability to read and understand district policy and district curriculum.

**COMMERCIAL DRIVERS LICENSE:** Must be able to pass written, driving, and physical tests in order to maintain a valid Oregon CDL as may be required in the transportation of students.

#### **ENVIRONMENTAL CONDITIONS:**

**LOCATION:** Inside and outside. On site and off site.

**STAIRS/STEPS:** Moderate (1/3 to 2/3 of the time). Ascend or descend stairs, steps, or similar uneven surfaces to access any required work area or other area related to functioning in the workplace.

**TEMPERATURE CHANGES:** Occasionally to Frequently (1/3 to 2/3 of the time). Endure variations in temperature that are sufficiently marked and abrupt to cause noticeable bodily reactions. Adjust from exposure to outside high (summer months) and low (winter months) temperatures to room temperature classrooms.

#### **LEARNING DEVELOPMENT DEMANDS:**

**REASONING:** Intermediate-High. Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**MATHEMATICAL:** Basic-Intermediate. Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate and percent; draw and interpret different forms of graphs. Perform arithmetic operations involving monetary units including interest and percentage calculations.

**READING:** Intermediate. Read material such as newspaper, ledgers, journals, manuals, dictionaries, thesauruses, and research materials. Must be able to read material safety data sheets, written instructions, school board policies, state and federal laws and regulations, and warning labels.

**WRITING:** Basic-Intermediate. Write memos and bulletins, prepare expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

**SPEAKING:** Intermediate. Speak with poise, voice control, and confidence, using correct English and well-modulated voice when working with students, staff, and patrons of the district. These speaking abilities are also required when conducting business with customers on the telephone. Some speaking in front of groups is also required.

#### **TEMPERAMENT REQUIREMENTS:**

**VARIATION:** Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands or degrees of attentiveness without loss of efficiency or composure.

**INTERPERSONAL:** Demonstrate willingness to allow interpersonal relationships in job situations beyond receiving work instructions. Must be able to interact and work cooperatively with students, staff and patrons of the school district.

**DECISIVE:** Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

## RELATIONSHIP REQUIREMENTS:

**DATA:** Compiling. Gather, collate, or classify information; report and/or carry out a prescribed action in relation to the information.

**PEOPLE:** Taking Instructions - Helping. Attends to work assignment, instructions, or orders of superintendent; attends to the needs or requests of people involving immediate response; talks with people to convey or exchange information.

**THINGS (EQUIPMENT/MACHINERY):** Operating - Controlling. Start, stop, control, and adjust the progress of machines or equipment. Become familiar with physical education equipment including safety requirements.

## OTHER:

**MINIMUM QUALIFICATIONS:** Must have at least a high school diploma or equivalent and a current first aid card. Upon request must obtain CDL.

**KNOWLEDGE:** Must be knowledgeable in English, spelling, punctuation, arithmetic, basic bookkeeping procedures, general classroom procedures and practices.

**SKILLS:** Effective communications skills and experience with school age students.

**ABILITIES:** Must have the ability to maintain harmonious working relationships with other employees and the public; follow oral and written instructions accurately; supervise students; and learn, interpret and apply rules and regulations.

**EVALUATION PROCEDURE:** Performance will be evaluated annually in accordance with the school board's policy.

**TERMS OF EMPLOYMENT:** Salary and benefits are determined in the negotiated agreement between the classified employees and the school board. They work teacher days (additional days for summer school must be authorized in writing by the superintendent).

## ***ACKNOWLEDGMENT***

***THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.***

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Signature

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Date