

JOB DESCRIPTION



28986 SE Haley Rd Boring, OR
97009

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POSITION TITLE:	Educational Assistant (EA) for Intermediate Grades
DEPARTMENT:	School
SUPERVISOR:	Debbie Booth
TIME COMMITMENT:	12 hrs/week for 2020/21 School Year
CLASSIFICATION:	Non Exempt/Temporary School Staff

Position Profile:

This position at Good Shepherd School exists to support teachers and students for grades 4-6 in the classroom to meet curricular outcomes. The duties of the EA will vary depending upon the need.

Skill Set:

- Ability to maintain strict confidentiality
- Ability to be punctual
- Strong interpersonal skills and the ability to work as a team player
- Good written and oral communication skills
- Basic organizational skills and recordkeeping skills
- Ability to work independently and follow instructions
- Flexibility and adaptability to changing situations
- Ability to present a positive attitude and work ethic
- Humility to follow the teacher's lead and direction
- A desire to build relationships with students and encourage them in their learning

Experience Qualifications:

- High school diploma
- Teaching experience (K-3 preferred)
- Bachelor's degree in Education would be an asset

Duties & Responsibilities:

- Without restricting the generality of the purpose above, the EA shall perform such duties and responsibilities as may be assigned including but not limited to the following:
 - Times when the teacher is working with individual students or groups of students located in the same classroom or outside the classroom
 - Students who require individual attention
- May assist students in various subject areas
- Under the supervision of the teacher, assist students with reading, writing, assignments, tests and comprehension of curriculum.
- Observe and discuss the progress of students with teachers and other supportive professional staff
- Keep anecdotal records of student's daily activities when requested.
- At no time should an Educational Assistant discuss, in public, information pertaining to a student. An EA is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to a family by the school principal or teacher.

Spiritual Responsibilities:

- Ensure that all actions performed within the context of this job position accomplish and further the mission, vision, and values of Good Shepherd Community Church and School.
- Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church.

Additional Notes:

- Participate in Safe Kids Training, which will include a criminal background check.
- This is a temporary, part time position and does not qualify for benefits.
- This position is based upon enrollment. If our enrollment drops, the need for the position will no longer exist.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY : DEBBIE BOOTH	DATE	04/27/2020
APPROVED BY : TOM LANCASTER	DATE	04/27/2020