

**Warrenton-Hammond School District  
Job Description**

---

**Job Title:** Educational Assistant – Computer Lab – South Jetty High School  
**Reports To:** Director of Education/Principal SJHS

---

**JOB SUMMARY**

This position assists students ages 12 – 25 who have been placed in the custody of the Oregon Youth Authority (OYA) by juvenile courts or the Department of Corrections. Students in this Youth Corrections education program are all adjudicated youth or convicted offenders. This position assists and supports students in developing academic abilities, life skills, and individual success. Due to the nature of the student population strict student supervision is essential for safety, security and in order to successfully transition students back into the community.

---

**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.*

1. Follows and maintains knowledge of all OYA and District policy(ies) and procedures.
  2. At all times, places top priority on safety and security.
  3. Assists teachers in presenting lessons, assignments and learning activities.
  4. Assists students, individually or in groups, with lesson assignments or tutoring to present or reinforce learning concepts.
  5. Assists students in using computer lab technology equipment and supplies. Maintains very strict and precise inventory pass out and collection procedures for all materials, supplies and equipment (i.e., computers, reference materials, pencils, books etc.).
  6. Facilitates student test taking in computer lab.
  7. Completes necessary paperwork for computer lab and assessments.
  8. Maintains and updates knowledge of all computer programs.
  9. Assists teachers and other staff in providing behavior interventions.
  10. Pays careful and close attention to identify any materials that may be hazardous or used as a weapon ensuring vigilant compliance and oversight.
  11. Maintains student records, attendance records and files.
  12. Confers with teaching staff on progress of students.
  13. Assists students with managing behaviors and resolving conflicts.
  14. Makes behavioral referrals, as necessary.
  15. Participates effectively at regular team meetings with teacher and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
  16. Reports safety, sanitary and fire hazards immediately to supervisor and follows prescribed policies for violations.
  17. Maintains appropriate certifications and training hours as required.
  18. Complies with applicable OYA, District, state, local and federal laws, rules and regulations.
  19. Interacts thoughtfully and courteously with students, staff and community; resolving conflict in a professional manner.
  20. Attends work regularly and is punctual.
-

---

### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Fills out communication log(s).
4. Participates in professional development activities, as required.

---

### SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

---

### QUALIFICATIONS

To perform this job 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 at least one year related experience and/or training or equivalent combination of education and experience. Must be highly qualified under the reauthorized ESEA. Prior successful experience working with delinquent youth, juvenile incarceration or in an alternative school setting with adolescent students from various socioeconomic and cultural backgrounds 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 adolescents who have a wide range of disabilities and behavioral issues.
- **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 group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate rate, ratio, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry, fractions and proportions to practical situations.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to understand and appropriately react to unpredictable situations arising with incarcerated youth. Ability to identify and appropriately address safety and security threats.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: ESIS, Excel, MS Word and Outlook Express. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an alternative educational environment with rigid standards and appropriately react to a wide spectrum of behaviors and threats from students in compliance with OYA and District policy. Background or understanding of mental health issues including substance abuse, physical and sexual abuse and other social characteristics faced by delinquent youth strongly preferred.
- **Certificates, Licenses, Registrations:** Certificates as determined by the OYA and District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card. Completion of weeklong OYA New Employee Orientation. Maintain safety/security training including but not limited to, self-defense and bloodborne pathogens.

---

### 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 this 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 regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally 100 pounds or more. The employee may need to be able to sustain continued exertion during emergency situations or when restraining students. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### 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 work environment is non-standard for education. The environment is tightly controlled. It more closely aligns with a correctional setting than a standard school setting. There are very strict standards with the emphasis on safety and security at all times. Staff must be vigilant in monitoring behaviours and be able to react appropriately to a variety of threats. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and altercations that may arise. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bloodborne pathogens and other infectious diseases. The employee is exposed to students with violent histories who suffer from a variety of social and mental health issues.

---

### OTHER

**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.

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_