



Educational Assistant - Gen Ed

BASIC FUNCTION

Educational Assistant provides designated supporting services to a classroom teacher or teaching staff responsible for students in classrooms, resource centers or other school and school-related areas.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Distributes and collects instructional materials prepared under the supervision of the classroom teacher or certificated staff. “E”
- Assists the teacher in setting up and maintaining educational media resources; helps students use educational media resources; operates educational media equipment. “E”
- Assists individual students or small groups of students with instructional activities such as spelling, reading or mathematics. “E”
- Assists the classroom teacher with supervision of students in buildings or other school areas and school-related activities (e.g., typing, filing, duplication or photocopying instructional materials, etc.) “E”
- Assists the classroom teacher to maintain class and student records. “E”
- Performs general clerical duties (e.g., typing, filing, duplicating or photocopying instructional materials, etc.). “E”
- Assists the classroom teacher to maintain an orderly and attractive instructional area (e.g., prevent litter, put up bulletin board displays, clear blackboards, store supplies or set up study areas, etc.). “E”
- Performs other related duties as assigned to assist the teacher or teaching staff with ongoing instructional programs and school related activities.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

EDUCATION AND EXPERIENCE

Education:

- Associates Degree or higher. OR
- The two (2) years of college completed (72 quarter credits or 48 semester credits earned). OR
- Passing scores from the Praxis ParaPro Assessment.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

KNOWLEDGE AND ABILITIES

- Demonstrate standards of moral character and behavior as required of teachers (e.g., to serve as an effective role model for students).

- Ability to work with children and families from a low-income background and with who English is a second language.
- Ideal candidate will have a strong literacy background.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt
Bargaining Unit: PFSP
Salary Grade: Per Contract

Approval Date:
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Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.