



## ***Notice of Job Vacancy***

**Posting Date:** June 24, 2022

**Closing Date:** Until Filled

**Start Date:** Immediately

**Job Title:** Part Time Temporary Educational Assistant

**Supervisor:** Executive Director

**Status:** 24-32 hours each week as scheduled / .80 FTE equivalent

This position begins Aug 22, 2022 or date filled and ends June 19, 2023. Additional contracts may be offered to excellent employees based on the needs of the school.

**Wages:** \$15.50-\$16.90/hour DOE

**Benefits:** 40 hours/year PTO accrued over time, Small team-oriented working environment, PERS retirement investment once eligible.

**Summary:** An educational assistant will work as roaming classified substitutes in a variety of subject classrooms, assist teaching staff in a school setting by implementing teacher designed instructional tasks and record keeping, and provide campus wide supervision in support of school structures such as meals or transitional times.

### **Essential Duties and Responsibilities:**

1. Provide classified substitute coverage in any subject classroom as needed - implement teacher created substitute plans and provide student supervision for safety and behavior aligned with our school mission, complete required documentation such as attendance or work completion.
2. Assist teaching staff in classroom and virtual settings by implementing teacher designed instructional tasks and record keeping - small group instruction or tutoring, student progress monitoring, student technology assistance, etc.
3. Provide campus wide supervision in support of school structures such as meals or transitional times.
4. Participate in campus maintenance along with the rest of ATI school community, including cleaning of school facilities and basic maintenance.
5. Attend periodic staff meetings as assigned by the Executive Director and read notes of meetings not attended in person to remain informed of school business.
6. Maintain confidentiality of student and school information as required by Oregon Law or school policy
7. Other duties as assigned

**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:**

- High School Completion required. Post high school training is preferred. **Must meet ESSA requirements: two years (72+ quarter credits) college credit, OR associates degree, OR successful completion of skills assessments as a condition of employment. Skills assessments may be completed before or after the date of hire as fits the hiring timeline.**
- Experience with non-traditional learning or school settings is strongly preferred.

**Interpersonal Skills:** Ability to interact appropriately and professionally with students, families,

teachers, staff, members of the community and students. Focuses on solving conflict; Maintains confidentiality; Contributes to building a positive team spirit. Desire to be part of a quirky team with a “whatever it takes” mindset. Ability to build and maintain appropriate relationships with high school students, and work effectively with students ages 14-21.

**Social-Emotional Skills:** Maintains calm manages personal stress effectively in a fast paced work environment; Actively builds resilience and practices wellness to support a environment of connection and patience;

**Equity:** This position requires a commitment to equitable and inclusive practices in education and demonstrates an unwavering commitment to reducing academic disparities among students that exist because of race, gender, ethnicity, disability, sexual orientation, or family income.

**Computer Skills:** General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, accounting software word processing software and Google suite of tools; Ability to learn new computer based programs/systems quickly and accurately; Ability to learn new systems through video tutorials and written instruction.

**Reasoning Ability & Adaptability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to calmly deal with problems involving several variables in fluid situations. Ability to apply the policies of ATI in complex situations to support the safety of all. **Ability to adapt to changing situations and take on new tasks that will require independent problem solving.**

**Language Skills:** Ability to communicate fluently in English both verbally and in writing. **Preference may be given to applicants who are fluent in both English and Spanish.** Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students, families, community members, and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write professional routine reports and correspondence. Accurate reading, writing, and listening skills to be demonstrated through application interactions and skills assessments.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations. Accurate reading, writing, and listening skills to be demonstrated through application interactions and skills assessments.

**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; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. 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 noise level in the work environment may vary from low to high. Employee may be exposed to bloodborne pathogens. Duties may require time indoors and outdoors in all seasons. Work may require sitting or standing for extended periods.

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 may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

**To Apply:**

Applicants wishing to apply for this position will complete the ATI Application Form:

<https://forms.gle/TkpzVmN3KX1Mb43LA>

If you have difficulty accessing this form email [office@armadillotech.org](mailto:office@armadillotech.org) for assistance.

All applicants will be considered carefully. Armadillo Technical Institute is an Equal Opportunity Employer and, in accordance with Federal and State Legislation, does not discriminate on the basis of race, sex, religion, age, national origin, or marital status, physical or mental disability in employment practices or education programs. Veteran status is considered in accordance with Federal and State Legislation.