



GO OUTLAWS!



COME BE AN OUTLAW and Work for the Enterprise School District!

Position: Elementary Instructional Aide (SPED)

Part Time schedule: Monday-Thursday 7:45 AM-2:15 (6.5 hours/day) **-Open Until Filled**

Enterprise School District

Enterprise, OR

Start Date: August 29th, 2022

The Enterprise School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

The school district reserves the right to reject any or all applications and to not fill the position or to post it again.

POSITION OVERVIEW:

Works under the direct supervision of the teacher to support the instructional need in the classroom.

The Enterprise School District is an Equal Opportunity Employer



ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain a professional working environment and positive interpersonal working relationships with staff and students.
- Maintain confidentiality in all areas.
- Comply with all applicable district, state, and federal guidelines, policies and laws.
- Implement strategies that protect the legal rights of students. Protect the safety, health, and well-being of all students.
- Supervise students in the classroom, lunchroom, locker room, playground, hallways, bus arrival/departure, and other areas as directed.
- Implement instructional strategies that respect individual differences, foster student achievement, and maintain supportive and inclusive environments.
- Implement and modify behavioral strategies for students consistent with classroom and building behavior goals.
- Use independent judgment with guidance from licensed teachers and/or specialists.
- Perform work responsibilities effectively under pressure of deadlines, difficult situations, interruptions, high noise levels, and new or emergency situations.
- Maintain and improve professional skills in order to contribute to the learning of all students.
- Work with students in the classroom and other supervised learning environments. May work one-on-one or in a small group setting. Support and promote academics, social skills, life skills, personal hygiene and vocational skills.
- Clean and sanitize classroom learning tools and/or equipment according to specific instructions.
- Attend training as assigned to meet the needs of students
- Correct papers, compile simple statistics, take attendance, and maintain accurate records for required reports.
- Assist students in independent or small group study and follow-up; administer remedial drill work, and provide computer assistance. Work to assist ELL, Resource Room, and/or Title I students.
- Assist students in the use of educational software and computer technology as it relates to classroom instruction.
- Participate in activities related to the learning/teaching process.
- Function effectively in the classroom setting to enhance student learning.

The above description covers the most significant duties performed, but does not include other occasional work, the inclusion of which would be in conformance to this type of position.



REQUIREMENTS

High school diploma or G.E.D. A minimum of two years (72 quarter credit hours) of higher education, an Associates Degree or have met rigorous standards of quality in math, reading, and writing through the WorkKeys Assessment Minimum proficiency scores on Work Keys are: Level 3 – Reading, Math, and Writing.

OUR MISSION: *Student/Relationship Centered*

The Enterprise School District works hard to create a welcoming and engaging environment where the needs of each student are met so that each student may have access to a high quality education.

OUR VISION: *Students First*

Ensuring learning and growth of every student is always at the center of how and why we make every decision, every time.



CLOSING DATE: Open Until Filled

Send completed application materials to:

Enterprise School District
Attention: Tom Crane
201 SE Fourth Street,
Enterprise, OR 97828

Or email: tcrane@enterprise.k12.or.us

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Please note: To comply with Governor Kate Brown's Executive Order, all staff, substitutes and volunteers in K-12 schools will be required to be fully vaccinated by October 18, 2021. Upon hire, we will need to collect a copy of your COVID-19 vaccination card or evidence of a qualifying medical or religious exemption from the mandate.