

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Evaluation Specialist Assistant

IMMEDIATE SUPERVISOR Evaluation Specialist/Special Programs Administrator

GENERAL DUTIES

Administer individual tests to students at District schools as assigned. Provide secretarial/clerical assistance as needed. Serve under the supervision of the Special Programs Director or Coordinator, and under the direction of the District Evaluation Specialist and Speech and Language Pathologist.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. Hold a valid Oregon Driver's License and have access to a reliable vehicle
- C. Ability to follow general oral and written instructions
- D. Ability to keep data and records
- E. Reasonable knowledge of the basic elements of the teaching process and classroom management
- F. First Aid card may be required
- G. Ability to work independently and take initiative in task performance
- H. Knowledge of general office procedures, good written and oral communication, and computer skills
- I. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- J. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Administer individual standardized tests to students in Spanish and English as prescribed by the Evaluation Specialist and Speech and Language Pathologist, consistent with the test administration guidelines
- B. Score tests by hand using test protocols and/or computer scoring programs
- C. Provide basic secretarial/clerical assistance including, but not limited to word processing, typing, filing, copying, recording, etc.
- D. Cultivate and model a respectful working and learning environment

This organization 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.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Name (print)

Date

Employee Signature

Date

Educational Assistants Pay Schedule

Pay Grade: C

Last Revised: June 2007