

**Siletz Valley Schools**  
**Job Description**

**Position: Educational Assistant / Title I Literacy Assistant**

**Location: Siletz Valley Schools**

**Supervisor: Superintendent/Principal**

**Salary: full-time (1.0 FTE)**

**Minimum Requirements**

- Associates degree or Equivalent education (or ability to obtain one)
- Computer skills, Microsoft Word and Excel
- Multi Tasking, Self Starter, Efficient Work Ethic and Friendly Personality

Purpose: Assisting Title I Literacy Program with small group of students

- Exercises independent judgment to assist in the management of classroom/program operations in a manner consistent with administrative direction, school policies and procedures, and goals of the instructional program.
- Maintains, stores, and retrieves information in a timely, accurate, and efficient manner using standard office systems, equipment, and software.
- Assists licensed staff in training volunteers and professionals to work with students in a manner that supports the school educational plan.
- Within specialized areas of assignment, exercises independent judgment to resolve issues and respond to requests for assistance. Provides other related services as assigned.
- Must have knowledge in Microsoft Suite, Google Platforms, data warehouses
- Must have exceptional organizational skills.
- Ability to obtain specialized training as required.
  
- Create a professional and welcoming environment by modeling respect for students' diverse cultures, language skills, experiences, and learning styles.
- Assess the progress of assigned students to ensure effective processes.
- Communicate student progress, concerns, etc. with teacher(s)
- Keep anecdotal records of student sessions.

Qualified applicants must:

- Have ability to maintain confidential school and student information (FERPA)
- Have inventory management skills
- Have ability to manage and input student data
- Be able to organize, coordinate, schedule and perform a wide variety of duties as assigned for school needs.

Knowledge of:

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills
- District organization, operations, policies and objectives.

Benefits: Employer paid PERS.

- o Medical, Dental, Vision insurance available

Specific start date and salary may be subject to change upon approval of the school calendar.