**Douglas County School District #15**

**Days Creek Charter School**

*Mr. Steve Woods, Superintendent/Principal*

**JOB POSTING**

**EDUCATIONAL ASSISTANTS**

Douglas County School District #15 (Days Creek) seeks qualified applicants for an **EDUCATIONAL ASSISTANT** position.

* Position is 161 days per year
* 8 hours per day – 4 days per week

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**GENERAL INFORMATION**

Salary/Pay Rate: $14.12 - $16.21

**JOB SUMMARY**

The Educational Assistant assists in the operation of the instructional or supportive services in the school system. The Educational Assistant is under direct supervision of a licensed teacher or administrator and assists in the development of an instructional program by working with students individually or in small/large groups, preparing instructional materials, assisting in implementation of classroom discipline, and conducting planned activities using teacher designated methods and materials.

**DUTIES**

*This not an exhaustive or all-inclusive list of responsibilities, skills, duties or functions associated with the job.*

* Assist teachers in the planning and implementation of learning experiences of students enrolled in programs; confer with teacher to provide feedback on student performance, progress, and testing activities.
* Assist the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
* Assist in monitoring classroom management in accordance with the district's discipline procedures, which may include the physical restraint, physical movement, lifting and carrying of students.
* Supervise students in and outside of the classroom with an understanding of and provision for a safe environment.
* Perform various clerical functions in student record keeping, monitor assignments, maintain accurate files, assist administrators, and other related functions.
* Assist with the supervision of students during emergency drills, assemblies, and play periods.

**APPLICATION**

Complete an application by clicking the “Apply” button in the upper right of this announcement. (If you are not viewing this via Applicant Tracking (Applitrack), click [**\*HERE\***](https://www.applitrack.com/douglasesd/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=1119)

**CONTACT**

Mr. Steve Woods, Superintendent/Principal

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Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, sexual orientation, age, marital status, veterans’ status, genetic information and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.