

Employment Opportunity

Rosa Iturbide
Human Resources Generalist
509.454.5317
rosa.iturbide@esd105.org

Veronica Naranjo
Human Resources Director
509.454.2858
veronica.naranjo@esd105.org



Notice Of Vacancy

Position: Instructional Assistant – Open Doors

Status: 190 day work calendar year, 8 hours per day

Salary: \$20.08/per hour

Posted Date: November 9, 2022

Starting Date: December 1, 2022 (anticipated)

Location: Educational Service District 105
33 South Second Avenue, Yakima, WA 98902

Job Description and Qualifications: See below

Application Procedure – Applicants apply through the ESD 105 Fast Track on-line application system at www.esd105.org under the Human Resources link, and ESD 105 Job Opportunities.

Deadline to apply: Open Until Filled

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Employment: ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD's Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

ESD 105 is an Equal Opportunity Employer

POSITION DESCRIPTION

Job Title: Instructional Assistant – Open Doors	Direct Supervisor: Open Doors 105 Principal
--	--

The job of Instructional Assistant – Open Doors 105 Program is done for the purposes/s of facilitating student academic performance and intervening when problems are identified, with the goal of providing support for students to stay in the Open Doors 105 Program and achieve positive outcomes; providing direct learning support to students; providing referrals to school and community-based services; coordinating services provided by multiple agencies/organizations; providing ongoing feedback and encouragement; and assisting students in accomplishing the goals of the Student Learning Plans in partnership with ESD personnel, family members and community service providers. This position will be based in multiple school locations in the Lower Yakima Valley.

Essential Job Functions:

- A. Assists in the implementation and monitoring of Student Learning Plans for identified students for the purpose of supporting Open Doors 105 Program participation and the achievement of positive outcomes.
- B. Collaborates with other Open Doors 105 Program staff members (e.g. Certificated Instructor, school district personnel, community partners, etc.) for the purpose of supporting Open Doors 105 Program participation and assisting students in accomplishing goals.
- C. Engages students in tutoring and career development services and resources (e.g. instructional and resource materials, student support activities, site learning environment, etc.) for the purpose of assisting students in the accomplishment of goals in their Student Learning Plans.
- D. Enters a variety of student demographic and achievement data into Student Learning Plans and the Open Doors 105 Program data systems for the purpose of providing accurate data reports to students, families, community, state, and federal partner.
- E. Facilitates the administration of individual learning assessments for the purpose of documenting outcomes in Student Learning Plans.
- F. Maintains a variety of documents, files, and records (e.g. student demographic information, achievement, data, etc.) for the purpose of documenting Open Doors 105 Program processes while complying with federal, state, and school system requirements.
- G. Monitors student services after eligibility for the purpose of ensuring successful transition through referral and follow-up processes.
- H. Participates in meetings, workshops, and seminars as assigned for the purpose of conveying and gathering information required to perform functions.
- I. Prepares a variety of documents (e.g. correspondence, monthly mailings, narrative reports, instructional worksheets, etc.) for the purpose of providing information and written documentation.
- J. Responds to inquiries from a variety of stakeholders (e.g. parents, staff, clinicians, the public, etc.) for the purpose of providing information to the Open Doors 105 Program.

- K. Works as a member of the ESD support team for the purpose of developing and implementing individual Student Learning Plans.
- L. Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is some opportunity to effect the organization's services.
- M. Travel between multiple sites and maintain connections through electronic media including Zoom or Google.

Other Job Functions:

- A. Assists other personnel as may be required for the purpose of supporting completion of work activities and site operation.
- B. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Qualifications:

Required Education and Experience

- A. Must meet requirements per the Professional Education Standards Board.

Preferred Education and Experience

- A. Ability to communicate effectively both orally and in writing in English and Spanish.
- B. Envisions the work through a lens of diversity, equity and inclusion supporting academic practices that are culturally and linguistically responsive.
- C. Reflective practitioner, open to coaching and improving practice.
- D. Tri-cultural in Indigenous, Hispanic and Eurocentric communities.
- E. Ability to collaborate with school MTSS team to address issues of disproportionality for students and applies school discipline policies and practices in a manner that is gender-responsive, culturally competent and in compliance with title VI, and its implementing regulation.
- F. Knowledge of supports to work with principals, teachers, and staff for the purpose of promoting positive student social emotional support throughout the entire school.

Required Skills, Knowledge and or Abilities

- 1. Skills are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions.
- 2. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and effective oral and written communication with a variety of social, age, and ethnic groups.
- 3. Knowledge is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions.
- 4. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: local agencies, resources, systems and access to services and knowledge of Open Doors 105 Program.
- 5. Ability is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work

with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited.

6. Specific ability based competencies required to satisfactorily perform the functions of the job include; displaying mechanical aptitude; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; working with frequent interruptions; working with detailed information/data; and working independently.

Physical Demands

The usual and customary methods of performing the job's functions require the following conditions:

- **Significant:** (i.e., sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
- **Frequent:** (i.e., standing, bending, carrying; use of phone; use of copy machine)
- **Occasional:** (i.e. driving, lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)

Significant - Occupation requires this activity more than 66% of time (5.5+ hrs/day)
Frequent - Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)
Occasional - Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)

The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.