

JOB DESCRIPTION

POSITION NAME: Instructional Assistant & Afternoon Extended Care	SCHOOL: Regis St. Mary Catholic School
REPORTS TO: Principal/Teacher	EFFECTIVE DATE: 9/5/18
CLASSIFICATION: Non-exempt	EMPLOYEE: Open Position

GENERAL STATEMENT OF DUTIES: The Instructional Assistant aids in the development and implementation of the school's program of activities, helping the teacher ensure the appropriateness of the activities program according to the age, interests, and developmental level of the children.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Assumes responsibility for assisting with the orderly and efficient operation of the classroom, playground, and other areas as designated. Additional responsibilities such as recess, playground duty, and cafeteria supervision may be assigned by the supervisor.
2. Performs activities assigned by and under the supervision of the classroom teacher and/or principal. The Instructional Assistant may perform the activities without direct, personal supervision of the teacher but shall not initiate instruction without direction from the teacher. Instructional duties may include reading with children, assisting with one-on-one work, small group work, and/or make-up work.
3. Participates in the planning of program activities when possible and appropriate.
4. Assists with the preparation of materials and supplies necessary to implement activities. Clerical functions may include typing, duplicating, recordkeeping, filing, and office support.
5. Assists with activities according to the program schedule.
6. Assists in the cleaning and maintenance of the classroom facilities.
7. Assists in providing for the health, safety, and welfare of the children.
8. Assists with any other program-related activities as delegated by the Teacher or Principal.

GENERAL:

1. Demonstrates a positive and caring attitude with administrators, staff, students, and parents.
2. Maintains a strict level of confidentiality.
3. Performs other work-related duties as requested by the Principal.

JOB SCOPE:

The Instructional Assistant operates under moderate supervision and within established lines of authority. Most decisions are made with the supervisor's approval and relate to recurring work situations with occasional variations from the norm. The Instructional Assistant agrees to comply with the philosophy of the school as interpreted by the school and to function under the direction of the school principal as a contributing member of the school community.

COMMUNICATION/CLIENT CONTACT:

The Instructional Assistant may initiate contact with parents regarding school issues only with the approval of the principal. Contacts may relate to confidential/sensitive matters.

SPECIFIC JOB SKILLS:

- ◆ Identify problems and their solutions
- ◆ Work independently and as a team member
- ◆ Good verbal and written communication skills
- ◆ Organize events and materials in a successful manner
- ◆ Organize and present ideas in a clear and concise manner
- ◆ Personal qualities, including sound judgment, social competency and/or adaptability, self-confidence, emotional maturity, initiative, enthusiasm, and/or resourcefulness, and dedication to duty.
- ◆ Prioritize workload to meet program requirements
- ◆ Be flexible, creative, responsible
- ◆ Establish and maintain working relationships based on mutual confidence and respect
- ◆ Ability to interact with children for lengthy periods and in a positive manner

EDUCATION AND/OR EXPERIENCE:

High School diploma or G.E.D. Must have competencies to perform the essential elements of the position. Practicing Catholic preferred. Bilingual in Spanish preferred.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to see, stand, walk, talk, reach, sit, hear, handle, climb stairs, and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

WORKING ENVIRONMENT:

Work is performed in a school or office setting. Employee will be required to attend scheduled evening and weekend meetings and classes. This position requires flexible work scheduling to properly administer the program.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES: N/A

Employee Signature

Supervisor Signature

Employment Application
(School, Child Care Facility, Preschool Program, etc.*)

Date: _____

Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone # (home): _____ (mobile): _____

Email Address: _____

May we call you at your current employment? Yes No

We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, the Archdiocese is not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

The overriding mission of a Catholic school is to develop and maintain a Roman Catholic faith community, and to offer a quality education that meets the needs of students and applicable educational standards. The school environment is intended to reflect the doctrines, laws, norms, and values of the Roman Catholic Church and a philosophy of education that fosters Catholic values for the entire school community.

In recognition of this unique commission, **all school personnel** – administrators, teachers, and staff – are called to be role models of the Gospel of Jesus Christ to share in the teaching ministry of the Catholic Church by modeling Christian values and living an exemplary life, both in and out of school. You will be expected to maintain by your words, actions and lifestyle a position that is in conformity with the teaching, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Archbishop of Portland in Oregon, in his sole discretion.

General Information

Position applied for: _____

Available to work: Full-time Part-time Temporary

Do you have a legal right to work in the US? Yes No

Are you at least 18 years of age? Yes No

Religious affiliation: _____

Have you ever worked or volunteered for the Catholic Church or a similar organization? Yes No

If yes, where? _____

How did you learn about us? Advertisement Friend Walk-in Relative Other

*This form may be used for a position in which federal, state, or local law requires consideration of an applicant's criminal history.

Education

Name and Address of School	Major	Years Completed	Degree(s)
High School			
College			
College			
Other (Specify)			

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for.

2. Why do you want to be considered for employment here?

3. Please list any job-related professional trade, business, civic activities, organization, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, or disability, etc.)

4. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodation?

Yes
No
If no, please explain:

5. Have you ever been convicted of a crime? (A conviction is not an automatic bar to employment. Each case will be considered on its own merits).

Yes
No

6. Are you currently being charged with a crime?

Yes
No

If yes, explain

7. Have you ever been the subject of allegations related to misconduct with children?

Yes
No

If yes, please explain:

Employment History

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/ most recent employer only after an offer has been extended unless you indicated below that we may contact them now. You may include volunteer activities/positions. Attach an additional page if necessary. Please complete this section even if you have submitted a resume.

Current Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:	(From)	(To)	
	Position:		Supervisor:	
	Description of duties:		Ok to call at workplace?	Yes No
		Reason for leaving:		
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:	(From)	(To)	
	Position:		Supervisor:	
	Description of duties:		Ok to call at workplace?	Yes No
		Reason for leaving:		
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:	(From)	(To)	
	Position:		Supervisor:	
	Description of duties:		Ok to call at workplace?	Yes No
		Reason for leaving:		

Have you ever been suspended or asked to resign a position? Yes No

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

Please list 3 professional references:

Name/Job Title	Organization	Telephone #	Years Known

Certification and Authorization Information Release

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Archdiocese, its employees, any individual or agency obtaining information for the Archdiocese, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misinterpretation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

Applicant Signature

Date

At-Will Employment Statement

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Archdiocese at any time, for any reason. The Archdiocese may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

Applicant Signature

Date

Background Check Statement

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

Applicant Signature

Date

AUTHORIZATION FOR DISCLOSURE OF INFORMATION

APPLICANT: Complete Section 1. If applicable, complete Section 2, using one Authorization for each current and former employer/education provider.

SECTION 1

Applicant Name (First, Middle, Last) [include any other names previously used during employment] Please print.

☐ I have never worked for an education provider (employer providing educational services to minors).

OR

☐ I authorize the following employer/education provider to release to Regis St. Mary Catholic School all information related to any substantiated reports of child abuse, sexual conduct or crimes listed in ORS 342.143. I release the following employer and employees acting on behalf of the employer from any liability for providing information described in this document.

Applicant Signature

Date

SECTION 2

Current/Formal Employer/Education Provider

The applicant named above is under consideration for employment at Regis St. Mary Catholic School. This individual has previously been employed with your organization. As a former employer, we request you provide the information requested on this form within 20 business days pursuant to ORS 339.374.

Education Provider: _____

Attn: Personnel Department

Address: _____

Dates of Employment: _____

Position(s) Held: _____

TO BE COMPLETED BY CURRENT/FORMER EMPLOYER ONLY

Applicant:

- ☐ Has not been the subject of a substantiated report of child abuse or sexual conduct.
☐ Is not the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct.

☐ Has been the subject of a substantiated report of child abuse or sexual misconduct.

Dates of any substantiated reports: _____

- Please attach the definitions of child abuse and sexual conduct used when the education provider determined that any reports were substantiated and the standards used by the education provider to determine whether any reports were substantiated.
- If the employee was convicted of a crime listed in ORS 342.143, please send the employee's disciplinary records as required by ORS 339.388 (7).

☐ Employer has no record of applicant's employment. Please explain: _____

Employer Representative Signature

Date

Printed Name

Job Title

Return completed form to:

Regis St. Mary Catholic School
Principal, Rick Schindler
550 W. Regis Street
Stayton, OR 97383

EMPLOYEE RIGHTS

UNDER THE NATIONAL LABOR RELATIONS ACT

The NLRA guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity. Employees covered by the NLRA are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

Under the NLRA, you have the right to:

- Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.
- Form, join or assist a union.
- Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions.
- Discuss your terms and conditions of employment or union organizing with your co-workers or a union.
- Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.
- Strike and picket, depending on the purpose or means of the strike or the picketing.
- Choose not to do any of these activities, including joining or remaining a member of a union.

Under the NLRA, it is illegal for your employer to:

- Prohibit you from soliciting for a union during non-work time, such as before or after work or during break times; or from distributing union literature during non-work time, in non-work areas, such as parking lots or break rooms.
- Question you about your union support or activities in a manner that discourages you from engaging in that activity.
- Fire, demote, or transfer you, or reduce your hours or change your shift, or otherwise take adverse action against you, or threaten to take any of these actions, because you join or support a union, or because you engage in concerted activity for mutual aid and protection, or because you choose not to engage in any such activity.
- Threaten to close your workplace if workers choose a union to represent them.
- Promise or grant promotions, pay raises, or other benefits to discourage or encourage union support.
- Prohibit you from wearing union hats, buttons, t-shirts, and pins in the workplace except under special circumstances.
- Spy on or videotape peaceful union activities and gatherings or pretend to do so.

Under the NLRA, it is illegal for a union or for the union that represents you in bargaining with your employer to:

- Threaten you that you will lose your job unless you support the union.
- Refuse to process a grievance because you have criticized union officials or because you are not a member of the union.
- Use or maintain discriminatory standards or procedures in making job referrals from a hiring hall.
- Cause or attempt to cause an employer to discriminate against you because of your union-related activity.
- Take other adverse action against you based on whether you have joined or support the union.

If you and your coworkers select a union to act as your collective bargaining representative, your employer and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting your terms and conditions of employment. The union is required to fairly represent you in bargaining and enforcing the agreement.

Illegal conduct will not be permitted. If you believe your rights or the rights of others have been violated, you should contact the NLRB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may order an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: www.nlrb.gov.

Click on the NLRB's page titled "About Us," which contains a link, "Locating Our Offices." You can also contact the NLRB by calling toll-free: 1-866-667-NLRB (6572) or (TTY) 1-866-315-NLRB (6572) for hearing impaired.

The National Labor Relations Act covers most private-sector employers. Excluded from coverage under the NLRA are public-sector employees, agricultural and domestic workers, independent contractors, workers employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although supervisors that have been discriminated against for refusing to violate the NLRA may be covered).



This is an official Government Notice
and must not be defaced by anyone.

U.S. Department of Labor