



## MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

**Title:** Educational Services Assistant

**Reports to:** Director of Educational Services

**Work Year:** 10.5 months, 27.5 hours weekly

**Salary Range:** Classified Range 6, \$21.97 - \$26.70

**Definition:** Under the direction of the Director of Educational Services and in collaboration and consultation with the site Principal, provide support and assistance directly to students through support services and indirectly through organization and oversight of curricular materials.

**Representative duties:**

- Provide direct support in organization skills and executive functioning to students
- individually and in groups, including maintaining records and data on student progress
- and communicating with staff
- Support ordering of adopted and pilot curriculum textbooks and consumables
- Process and sort consumable and non-consumable curricular materials at each school site
- Maintain an updated inventory materials in the textbook supply room
- Catalog and barcode new non-consumable curricular materials
- Prepare billing for lost or damaged materials
- Process textbook supply room curricular material requests from teachers and principals
- Check in and check out educational materials to teachers and students at Joaquin Moraga
- Assist with testing students in the testing center

**Ability to:**

- Learn and understand the specific physical, emotional and behavioral needs of students.
- Learn the instructional methods and techniques used in the assigned program.
- Work independently with general guidance.
- Understand and carry out oral and written instructions.
- Maintain effective and cooperative working relationships with students, parents and staff
- Learn and apply rules and regulations related to assigned school
- Manage behavior in individual and small group settings
- Maintain calm and patience in stressful situations
- Maintain the confidentiality and security of sensitive information
- Organize and implement planned activities
- Meet schedules and deadlines
- Appropriately monitor student safety
- Assist with medical and safety emergencies in an effective and calm manner



---

## MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

---

### **Qualifications:**

- Knowledge of positive behavior support
- Ability to maintain confidentiality when necessary
- Record keeping
- Excellent interpersonal skills including patience and empathy
- Solid understanding and appreciation of diversity, equity, inclusion and belonging values

### **Education and Experience:**

- Preferred but not required: Experience working with students individually and in small groups targeting specific skills, Bachelor's degree, Experience with using a spreadsheet for inventory control.