



## Phoenix School of Roseburg

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### **Instructional Assistant & Skill Builder**

#### **Summary:**

Phoenix School of Roseburg is recruiting an Instructional Assistant to work with our charter high school population to assist with their reading & writing skills and coach their general interpersonal skills. Individuals who love to take pride and satisfaction in student growth need apply to our nonprofit, positive youth development organization!

This position is a direct result of a unique funding award from the Oregon Department of Education's Youth Development Division to increase student re-engagement in their educational pathway to High School Success. Our team seeks a candidate who desires to develop curricula, especially 'real-world' applications, and directly work students to assist them with their personal growth.

This is a special chance for the candidate who receives a deep sense of fulfillment and compassion in helping students who, due to circumstances frequently beyond their control, need structure, mentoring, and emotional encouragement to succeed. Phoenix will coach and prepare the new team member to develop meaningful learning opportunities and achieve our mission of preparing youth to become caring, committed, productive citizens.

*Opening:* Full Time, 2021-2022 School Year

*Application Period:* Accepting applications until filled

*Assignment:* Full-time, salaried position. This position is eight hours each school day, generally scheduled between 7:30 AM and 3:30 PM and follows the adopted Roseburg Public Schools calendar for Roseburg High School. Contract length depends on start date.

*Salary:* \$18.00 to \$24.50 hourly rate DOE

*Benefits:* Retirement at 6% of annual earnings (employer paid)  
Individual Health Insurance + Health Savings Account (employer paid)\*  
Dental Insurance (employer paid)\*  
Life Insurance Coverage (employer paid)\*  
3 Sick + 2 Personal leave days for remainder of school year  
\*Subject to a 30-day enrollment period

#### **Position Requirements:**

- High School Diploma
- Must have a desire to work with high school students in a professional manner and demeanor
- Ability to work independently at times, show initiative, and communicate
- Ability to successfully pass a drug test (random or otherwise) conducted by employer
- Ability to work within a school, with youth, and as a team member
- Perform in a professional manner while working with partnering organizations
- U.S. citizen, national or lawful permanent resident.
- Must successfully pass a fingerprint criminal history background check
- Regular and reliable attendance
- A valid driver's license, clean driving record and ability to provide documentation

**Preferred Qualifications:**

- Associate degree or equivalent post-secondary certification
- Successful experience or related experience teaching or working with at-risk youth.
- Having worked with students and staff in a school or youth organization
- Excellent oral and written communication skills and the ability to communicate in non-technical terms with a diverse population of staff and students
- 21 years of age or older to meet driving insurance requirement

**Duties & Responsibilities:**

- Responds to inquiries from a variety of sources (e.g. students, teachers, administrators, and/or parents, etc.) for the purpose of solving problems, providing information and/or directing to other sources
- Assists students in their understanding of academic, life skills and/or appropriate social behavioral concepts by reemphasizing the basic elements of teacher-directed activities
- Tutor on a one-on-one or small group basis, as necessary. Specifically assist students with IEP goal related activities as directed and coached by the Principal
- Monitor and supervise student engaged in activities initiated by the teacher. Record student progress and behavior; document areas in need of emphasis or reiteration
- Performs general record keeping and clerical functions (e.g. attendance logs, activity reports, etc.) for the purpose of supporting the teacher and/or supervisory staff in meeting mandated requirements
- Supervise students in classroom and hallways so that an orderly atmosphere is preserved; control aggressive behavior, settle disputes and otherwise encourage safe, well-mannered activity
- Creatively and collaboratively problem solve in their daily work with clients, families, and coworkers
- Respond to escalation within the classroom, identify the student(s) that is/are dysregulated and work to identify and address needs in order to return to a learning-ready mindset
- Establish a professional rapport with students that earns their respect
- Monitor, record data and complete required documentation of a professional quality and within specified timelines
- Prepare materials for instructional use under the direction of licensed staff
- Creatively and collaboratively problem solve in their daily work with clients, families, and coworkers
- Function effectively as a member of a multidisciplinary team
- Provide outreach for students that have not been attending school. Make phone contact and work with students and their families to develop a plan for better engagement at school
- Provide feedback and communication within the team to allow for continuity of care
- Fulfills other related duties as assigned or assumed

**Marginal Duties and Responsibilities:**

- Seek best practices in the education and behavioral health realm to assist organization in expanding its trauma-informed practices and restorative justice aspects
- Orients and provides direction for substitute teachers
- Conduct home visits to households and mentor students

**Supervision:**

This position would receive duties directly assigned from the Principal. A roster of students requiring supports will be maintained between the staff member, special education faculty, Journey Support Squad Coordinators, and the Principal.

**Phoenix School of Roseburg:**

Established in 1981, Phoenix is an award-winning school serving an enrollment of 190 at-risk students, grades 8-12. Our school has a designed facility sited on a picturesque twelve-acre campus in east Roseburg, OR. We have

outstanding community support and are recognized regionally for our innovative approach. Phoenix Charter School is provided by the Phoenix School of Roseburg, a private non-profit youth development organization.

Our educational model emphasizes a developmental and project-based learning approach unique to our students:

- 1) *Developmental* – Some students may not possess social or academic skills needed to benefit from regular high school classroom instruction, positively identify as a student, or possess the confidence of a capable learner. Students will learn our school culture, how to function as capable students, and how to be more capable, engaged learners. This work will lay a foundation for students to continue successful academic engagement in their high school career and beyond.
- 2) *Targeted Curriculum & Instruction* – Students successfully engage in coursework and community or school based learn, serve, and earn opportunities that develop their pathway to college and careers. The teacher has academic freedom to design learning and to select curriculum materials most appropriate for students to demonstrate Oregon required learning standards.
- 3) *Early College* – Designed to help students prepare for and make the transition to Umpqua Community College. Students build their college experience through on-line community college courses and then transition to on-campus community college coursework to complete final high school credits and to prepare them for a successful college transition.
- 4) *Pathways* – In addition to academic instructional assignments, each teacher provides their student cohort with academic advisement, social-emotional skill development, and Pathways to college and career curriculum (first period).

Phoenix is a great school for teachers seeking to make a difference. Our compensation package is comparable to other small, rural schools. Class sizes are small (average 20 students) and teacher creativity is supported in the spirit of improving our student's lives and academic achievements. Many staff members have a long history working at Phoenix and know that they make a difference and are appreciated by students, their peers, our board, and the community.

Roseburg is the service center of rural Douglas County located on I-5 just over an hour south of Eugene and situated just over an hour from the Cascade Mountains to the East, the Oregon Coast to the West, and Rogue River/Southern Oregon to the south. For those who love outdoor recreation and a great place to raise children, Roseburg has much to offer.

Phoenix Charter School is a subsidiary corporation of Phoenix School of Roseburg, a private, non-profit charitable organization. Information is available at our website at [www.roseburgphoenix.com](http://www.roseburgphoenix.com)

### **Physical Requirements:**

The physical demands describer here is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of this job.

- Vision abilities: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly required to sit for 1-3 hours; stand/walk/move around for 6-8 hours; drive 1-3 hours.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle or feel objects, tools or controls.
- Regularly lift, move or carry up to 25 pounds; occasionally lift, move or carry up to 50 pounds.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with the hands and arms, stoop, and/or bend.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

**Work Environment:**

The work environment characteristics described here are representative of those 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.

The noise level in the work environment could be low to moderate. The employee's work is most frequently indoors, but occasionally requires going outdoors in the weather to pass from building to building and drive from community sites.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Phoenix School of Roseburg may add to, modify, or delete any aspect of this (or the position) at any time as it deems advisable.

**Application Process:**

Apply on-line through: <https://www.applitrack.com/roseburg/onlineapp/>

1. The school will notify candidates whether they are selected for an interview.
2. After an initial round of applicants are interviewed, the position will be offered or remain open until filled.

***We look forward to your application and thank you, in advance, for your interest in Phoenix School.***