



## HUMAN RESOURCES

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### *Instruction*

#### **Educational Assistant**

##### ***JOB SUMMARY***

Perform instructional activities under the direct supervision of the teacher.

##### ***QUALIFICATIONS***

- High school diploma (or GED)
- Sufficient experience so that with appropriate training, services may be provided in the specific role for which employed
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

##### ***RESPONSIBILITIES/JOB DUTIES***

- Report to Principal/Supervisor
- Required to work under the direct supervision of the classroom teacher unless otherwise assigned by the appropriate supervisor
- Maintain student records as directed by the classroom teacher
- Administer all diagnostic tools as directed by the teacher
- Have the primary responsibility of preparing the classroom and organizing all instructional materials and equipment as directed by the teacher
- Required to monitor the classroom when the teacher must attend staffings, provide consultation, etc.
- Required to attend all in-service and faculty meetings when directed to do so by the principal or supervisor
- Must not discuss confidential school business, or student records in or out of school or with peers
- Perform other routine duties as assigned by the building-level administrator subject to the approval of the supervisor
- In settings involving handicapped or very young students, aides shall assist students with toileting, feeding and other self-help activities as required. Lifting, bending, and good general health and mobility are required.
- Assist in the supervision of students on bus trips as directed by the building-level administrator
- Lunchroom duty
- Bus duty
- Recess or playground duty
- Before or after school duty
- Establish and maintain satisfactory, respectful working relationships within the school environment
- Perform other duties as assigned