

**Appendix A**  
Tawas Area Schools  
**Educational Assistant Vacancy**  
**2024-2025**

Minimum Qualifications  
(For Job Posting Purposes Only)

1. 18 years of age or older and a high school graduate/GED.
2. Two years of acceptable experience or training beyond high school diploma.
3. Ability and willingness to provide custodial care duties for student(s) may be part of the position.
4. Ability to deal with students, staff and public with tact and courtesy.
5. Dependable and must have a good attendance record.
6. Must take and pass a physical examination by the school physician before hiring.
7. The ability to develop and maintain a positive attitude toward the job and the school system in general.
8. Be able to work effectively with the students assigned by the teacher to the satisfaction of the teacher and a building supervisor or administrator.
9. Ability to read, write, communicate and work with staff, students, and the public in an effective and positive manner.
10. Ability to handle confidential information with discretion.
11. Knowledge of school machines preferred (copy machine, fax, computers, ability to do minimal typing, etc.).
12. It is the district's expectation that the individual will show initiative, present a good public image, and conduct good public relations.
13. New employees must sign a certified statement, under penalty of perjury, that he or she is a citizen or national of the United States or an alien authorized to be employed in the United States.
14. Educational Assistants who work in the transportation department will be required to have a CDL license.
15. Must successfully complete drug screening, background check and fingerprinting and pay for the processing of those items. Must complete a pre-employment physical which will be paid for by the district.

**\*\*Any educational assistant that is employed in a federally funded program such as Title I must also comply with the following requirements per the NCLB Act of 2001: Employee must have completed at least 2 years of study at an institution of higher education (equal to 60 semester hours), or obtained an associates (or higher) degree, or meet rigorous standards through formal state or local academic assessment of ability to assist in instructing reading, writing and mathematics. (No Child Left Behind Act of 2001).**

**Note – Just for Information:**

This position is for an educational assistant in the media center at the middle school/high school. Responsibilities include supervising students in the media center and lunchroom, providing support to the technology department, updating the district website and other duties as assigned by the supervisor. The position will be 7 hours per day, 5 days per week.

**\*\*A \$1,000 signing bonus is available. More details will be provided during the interview process. \*\***

All interested persons should apply in writing to the following:

Tawas Area Schools  
Attn: Lindsay Harvey (lharvey@tawas.net)  
245 W. M-55  
Tawas City, MI 48763

**Applications will be accepted until the position is filled.**

**Posting Date: Thursday, February 20, 2025**

The Tawas Area School District does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and services, including employment opportunities.

**TAWAS AREA SCHOOLS  
BOARD OF EDUCATION**

**JOB DESCRIPTION**

<u>Title:</u>	<b>Educational Assistant</b>
<u>Reports To:</u>	Classroom Teacher, Building Principal, Assistant Principal, Special Education Supervisor, Superintendent or/ designee
<u>General Description:</u>	To help, assist, and give aid/support for the effective and efficient operation of the Tawas Area Schools, its classrooms and to the teachers in the learning-teaching process. Such assistance may include custodial care.
<u>Specific Description:</u>	This person will work as an educational assistant.

Essential Functions:

1. Works with students individually and in small groups.
2. Aids students with their tasks, reads to students, conducts activities that work to maintain previous teaching.
3. Helps students move from one activity to another in the classroom.
4. Assists with seat work.
5. Assists with supervision of youngsters at recess, restroom breaks, and so forth.
6. Helps children with programmed materials.
7. Assists teacher with checking of individual skills of children.
8. Plays learning games.
9. Assists students who were absent in make-up work.
10. Promotes good social relationships between children.
11. Responds to students in a kind, fair, and interested manner.
12. Explains school rules and policies to children and others.
13. Aids students with getting in and out of wearing apparel and footwear.
14. Operates various office machines (computers, copier, fax, etc.)
15. Prepares materials for various projects including class projects.
16. Assists in maintaining bulletin boards.
17. Prepares and maintains up-to-date, accurate files and records including permanent student records.
18. Prepares masters for duplicating and laminates classroom materials.
19. Duplicates materials.
20. When assigned, grades paper.
21. Assists with distributing communications to staff, students and parents in an efficient and timely manner.
22. Helps prepare and maintain inventory records of all supplies, equipment and so forth.
23. Administers first-aid services to children.
24. Assists in taking daily attendance and lunch count; collects lunch and milk monies.
25. When assigned, feeds children.
26. Supervises general housekeeping duties.
27. When assigned, makes school-related telephone calls for the teacher/supervisor.
28. Assists the teacher/supervisor in supervision of various classroom activities, field trips, and other school-related activities.
29. Aids children in toileting and other physical needs of children.
30. Assists in setting up and operation of audiovisual equipment.
31. Work with library in locating lost and overdue books.

Essential Functions: (continued)

32. Works with the librarian to perform all the duties needed to make the library function in a sound, efficient manner.
33. Place correspondence and other records in children's folders.
34. Supervise students assigned to study halls, lunchrooms, bus lines, playgrounds, or other areas as assigned.
35. Assist with all activities related to cafeteria during lunchtime.
36. In case of discipline problems, notify the teacher/immediate supervisor of such problems.
37. Maintain a positive atmosphere conducive to the area of supervision.
38. Excuse students to go to restrooms, library and so forth in an orderly and approved manner.
39. Assist and direct the loading and unloading of pupils from buses.
40. Responsible for assisting the supervisor with the collection, preparation, and filing of necessary reports and correspondence.
41. Receives telephone calls and makes proper disposition of such.
42. Refer all administrative questions or decision-making problems to the immediate supervisor.
43. Receive a variety of questions and requests; expedite in a prompt, correct, tactful, and efficient manner.
44. Maintain respect at all times for confidential information.
45. Promotes good public relations by his/her personal appearance, attitude and conversation.
46. Any other duties as assigned by a supervisor.

Other Duties and Responsibilities:

1. Serves as role model for students; and
2. Conducts all other duties related to the educational assistant's duties as assigned by the classroom teacher, building principal, assistant principal, special education director/immediate supervisor, designee or local superintendent.
3. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

**ADDITIONAL WORKING CONDITIONS:**

1. **Occasional exposure to blood, bodily fluids, and tissue.**
2. **Occasional operation of a vehicle under inclement weather conditions.**
3. **Occasional interaction among unruly children.**
4. **Continually update one's training and education in working and serving the specialized needs of the children they serve.**
5. **CDL Drivers license required if working in the transportation area.**
6. **Must demonstrate proficiency with the use of various computers and the software programs that are an integral part of our programs.**
7. **Completed at least 2 years of study at an institution of higher education, or obtained an associate's (or higher) degree, or meet rigorous standards through formal state or local academic assessment of ability to assist in instructing reading, writing and mathematics. (Preferred.)**

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**JOB DESCRIPTION**

Title:    **Educational Assistant**

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority, or designee.