

TITLE **Educational Assistant – Emphasis in Reading and Third Grade
Only for Remainder of 2022-23 School Year
(Utilizing ESSER Funding)**

- QUALIFICATIONS**
1. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment), and demonstrable proficiency in reading and writing skills.

Preferred - Associate Degree, or a minimum of 48 semester hours of college credit.
 2. Meets health and physical requirements.

JOB GOAL **To enhance mastery at the third-grade level by providing needed assistance to the primary grades, specifically in the area of reading.**

ESSENTIAL FUNCTIONS

1. Work with individual students or small groups of students to reinforce learning of material or skills using a variety of educational programs which may include technology;
2. Document student progress and what is completed in the class every day; and
3. Attend training sessions to appropriately utilize materials.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal working environment – to work the remainder of the 2022-23 school year (goal - to begin not later than November 1, 2022), expected to work from 8:00 a.m. – 3:00 p.m.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* regarding earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.