

**TITLE****Educational Assistant - Title I****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. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
3. Meets health and physical requirements.

**JOB GOAL**

**To provide assistance to Title I teachers and classrooms where applicable and as directed.**

**ESSENTIAL FUNCTIONS**

1. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students;
2. Operate and care for equipment used in the classroom for instructional purposes;
3. Distribute and collect workbooks, papers, and other materials for instruction;
4. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips;
5. Check notebooks, correct papers, and supervise testing and makeup work as assigned by the teacher;
6. Work with individual students or small groups of students to reinforce learning of material or skills;
7. Assume responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job;
8. Type and duplicate tests, worksheets, and supplementary materials;
9. Assist the teacher in assimilating material for class displays;
10. Document what is completed in the class every day; and
11. Perform other duties as assigned by the Collaborative teacher or the classroom teacher.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) 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 making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order 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. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
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.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to 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.