

Job Title: Educational Assistant

FLSA Exemption Status: Non-Exempt

Term: 180 days

Minimum Qualifications:

1. Preferred - Associate Degree, or a minimum of 48 semester hours of college credit.
2. 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.
3. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
4. Meets health and physical requirements.

Job Objectives/Goals:

To provide assistance to teachers, secretaries, and clerical personnel when needed. A minimum of fifty percent of the day should be spent working directly with students.

Responsibilities and Essential Functions:

1. Work with individual students or small groups of students, as directed, to reinforce learning of material or skills;
2. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students;
3. Operate and care for equipment used in the classroom for instructional purposes;
4. Distribute and collect workbooks, papers, and other materials for instruction;
5. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips;
6. Check notebooks, correct papers, and supervise testing and makeup work as assigned by the teacher;
7. Assume responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job;
8. Check and record attendance;
9. Arrange bulletin boards;
10. Type and duplicate tests, worksheets, and supplementary materials;
11. Assist in supervising the children in lunchroom, playground, and loading the bus;
12. Assist the teacher in assimilating material for class displays;
13. Attend work on a regular and predictable basis; and
14. Perform other duties as assigned.

Skills and Abilities Required:

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. **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.

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

Reports To: Building Principal

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

