

## EDUCATIONAL ASSISTANT

**QUALIFICATIONS:**

1. Experience working with children
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:** To work closely with pupils on a regular basis in an effort to facilitate their physical, cognitive and Emotional development in order to gain the full benefits from the District's education program.

### PERFORMANCE RESPONSIBILITIES

- \* Assists the student(s) to whom assigned in such physical tasks as putting on/taking off of outerwear, moving from room to room, using the lavatory, assisting at lunch, assisting with bus transfers, etc;
- \* Under the direction of the teacher assists the student(s) in recitation, reading, and other curriculum tasks, guiding and helping them, but not teaching them;
- \* Under teacher supervision, works with small groups of students to reinforce material initially introduced by the teacher;
- \* Establishes as fully as possible a supportive relationship with the student(s);
- \* Communicates vital information regarding the students to the teacher;
- \* Understands and respects the confidential nature of specific information relating to the students;
- \* Assumes supervisory role over the students when classroom teacher is out of the room;
- \* Provides clerical assistance to teachers by photocopying, typing, laminating, etc., preparing class materials for students;
- \* Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

### WORK SCHEDULE

The work day shall be established by the supervisor but shall not exceed 7.5 hours per day, excluding ½ hour for a duty free lunch, unless other arrangements are made by the supervisor.

The yearly number of days worked in a school fiscal year shall normally be 180 days excluding holidays, unless a different work schedule is approved by the District Administrator.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.