

Education Assistant Job Description

Level III Support

Descriptors

Position Title:	Level III Support	Department:	Building
Position Classification:	Level III Support	Reports To:	Building Administrator
Exempt Status:	Non-Exempt	Revision Date:	July 2019
Supervisory:	No		

Approval: _____
 (Executive Director of Human Resources)

Approval: _____
 (Superintendent)

Job Summary

Assist teachers and administrators with planning and implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment.

Essential Duties and Responsibilities

70% Instructional Support

- Conduct, correct and record tests and quizzes at the direction of classroom teachers
- Guide and assist students with lessons, computer lab and technology tasks
- Reinforce concepts already taught in a small group or one-on-one
- Provide feedback to the teacher on student progress
- Re-direct students to task at hand
- Guide students while teacher is absent from the room
- Participate in meetings where communicating and implementing strategies are discussed
- Assist classroom teachers with learning practice of appropriate behavior/social skills
- Assist classroom teachers with implementing instructional materials
- Support and maintain safe and healthy learning environment

10% Student Support

- Escort students throughout the building
- Make discipline referrals to principal
- Monitor and redirect students in lunchroom, playground, bus, classrooms and general areas
- Gather homework assignments for absent students

10% Program Support

- Gather and assemble materials, samples and activities
- Conduct research at the direction of the classroom teacher
- Assist with informal and functional assessment activities and observations
- Set up, operate, and return instructional materials and equipment

5% Office Support

- Sort and file materials
- Check materials in/out
- Answer office phone, answer basic questions, direct calls and take messages
- Track inventory of supplies
- Make copies and laminate items as directed
- Perform basic word processing
- Enter data into multi-screen database or spreadsheet
- Assist in receiving of materials, equipment and payments

5% Professional Development

- Attend meetings, in-services, and workshops as required

Perform other duties as assigned or requested.

Work Requirements and Characteristics

Education/Certification Requirement:

- High School Diploma or equivalent and demonstrate highly qualified status under NCLB

Experience:

- Prefer 2 years of experience working with children.

Essential skills required to perform the work:

- Basic computer/keyboarding skills
- Basic office equipment knowledge
- Basic internet knowledge
- Intermediate reading and writing skills
- Ability to communicate effectively

- Ability to follow written and verbal instructions
- Math skills including addition, subtraction, multiplication and division
- Ability to compute rate, ratio and percentage, draw and interpret bar graphs
- Ability to set priorities and meet deadlines
- Ability to work in a team environment
- Ability to relate to students including students with special needs

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, phone system, laminator, copier and calculator
- Utilizes intermediate office software
- Utilizes education software

Physical and Mental Requirements**Physical Job Requirements:**

- Position requires frequent lifting up to 25lbs
- Position requires bending and stooping
- Position involves listening, speaking clearly and visual acuity
- Position involves standing for extended periods of time

- Position requires flexibility and a willingness to undertake a variety of tasks sometimes at the direction of more than one person

Mental Job Requirements:

- Position requires accuracy
- Position requires organization and the ability to prioritize tasks to meet deadlines
- Position requires handling multiple tasks at once while dealing with constant interruptions

Hazardous Working Conditions:

- Normal office conditions
- Exposure to body fluids and airborne pathogens
- Exposure to temperature and weather changes
- Exposure to noise from students
- Exposure to students with special needs
- Potential exposure to emotional outbursts
- Potential injury from students

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.