



Education Assistant Job Description

Level II Support

Descriptors

Position Title: Level II Support **Department:** Building
Position Classification: Level II Support **Reports To:** Building Administrator
Exempt Status: Non-Exempt **Revision Date:** 1/1/2014
Supervisory: No

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

Provide student support in the lunchroom, playground, transportation, classroom and office areas.

Essential Duties and Responsibilities

35% Teacher Support

- Gather and assemble supplemental instructional materials
- Conduct research for classroom teachers
- Correct and record tests and quizzes under the direction of classroom teachers
- Assist students with lessons, computer lab and technology tasks
- Reinforce concepts already taught
- Provide feedback to the teacher on student progress
- Re-direct students to task at hand
- Guide students while teacher is absent from the room

- Gather homework assignments for absent students

35% 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
- Organize assigned areas

35% Student Support

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

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 experience working with children or office work.

Essential skills required to perform the work:

- Basic computer and 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 set priorities and meet deadlines
- Ability to work in a team environment
- Ability to relate to students

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

- Operates office equipment including computer, phone system, laminator, copier and calculator.

Physical and Mental Requirements

Physical Job Requirements:

- Position involves standing for extended periods of time
- Position occasionally lifts up to 20lbs
- Position involves bending and stooping
- Position involves listening, speaking clearly and visual acuity

Mental Job Requirements:

- Position requires accuracy
- Position requires meeting deadlines
- Position requires handling multiple tasks at once while dealing with constant interruptions

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

Hazardous Working Conditions:

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

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.