



Position Description

SECTION I: GENERAL INFORMATION

Position Title: Education Assistant	Department / Building: Building
Reports To: Building Administrator	FLSA Status: Non-Exempt
Position Classification: Level III Support	Bargaining Unit:
Duty Year: XX days	Revision Date: 09/30/2024

SECTION II: JOB SUMMARY

Responsible for assisting teachers and administrators with planning and implementing learning experiences that promote the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment. Conduct, correct, and record tests and quizzes as directed by classroom teachers. Guide and support students with lessons, computer lab tasks, and technology use. Reinforce previously taught concepts through small group or individual sessions. Provide feedback to teachers on student progress and redirect students as needed. Facilitate learning in the absence of the teacher. Participate in meetings to discuss and implement instructional strategies. Assist teachers in promoting appropriate behavior and social skills. Support the implementation of instructional materials. Maintain a safe and healthy learning environment.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Classroom Assistance
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Tasks involved in fulfilling above duty/responsibility:

- Administer tests and quizzes as directed by classroom teachers.
- Assist students with lessons, computer lab tasks, and technology use.
- Provide individual or small group reinforcement of previously taught concepts.
- Provide feedback on student progress to teachers.
- Redirect students as necessary to maintain focus.
- Supervise students in the absence of the teacher.
- Participate in meetings to discuss and implement instructional strategies.
- Assist teachers in promoting appropriate behavior and social skills.
- Support teachers in implementing instructional materials.
- Maintain a safe and healthy learning environment.
- Gather and organize materials, samples, and activities.
- Conduct research as directed by teachers.
- Assist with informal and functional assessments and observations.
- Set up, operate, and maintain instructional materials and equipment.

Duty/Responsibility #	2	Statement of duty/responsibility: Student Support
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Tasks involved in fulfilling above duty/responsibility:

- Escort students throughout the building.
- Make discipline referrals to administration.
- Monitor and redirect students in the lunchroom, playground, bus, classrooms, and common areas.
- Collect homework assignments for absent students.

Duty/Responsibility #	3	Statement of duty/responsibility: General Administrative Duties
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Tasks involved in fulfilling above duty/responsibility:

- Organize and maintain materials.
- Manage incoming and outgoing materials.
- Handle phone calls, answer inquiries, and take messages.
- Track inventory and supplies.
- Assist with copying, laminating, word processing, and data entry.
- Assist in receiving materials, equipment, and processing payments.

Duty/Responsibility #	4	Statement of duty/responsibility: Special Projects/Additional Duties
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Tasks involved in fulfilling above duty/responsibility:

- Attend in-services, workshops, building, and department meetings.

Perform other duties as assigned or requested.

SECTION IV: EDUCATION, EXPERIENCE AND ESSENTIAL SKILLS REQUIREMENTS

- **Education:** High School diploma or equivalent required.
- **Experience:** Prior successful experience working with children preferred.
- **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.

SECTION V: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands					
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)					
Physical		Lifting/Carrying		Exposure to Environmentals	
Standing	F	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	F	Toxic chemicals	N
Sitting	F	Up to 50 pounds	O	Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	F	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business	F	Varying weather conditions	N

		office with printers, light traffic)			
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	Sight	
Stretching/reaching with hands and arms	F	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Distinguishing smell	O			Looking at computer monitor	O
Distinguishing temperature	O			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

SECTION VI: STANDARDS OF CONDUCT AND JOB PERFORMANCE

Performance of Duties: Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in this policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee's job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.