



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:	1/1/2014
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

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

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

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.