

JOB TITLE: Educational Assistant - Early Intervention/Early Childhood Special Education Classroom
DEPARTMENT: Early Learning Services
REPORTS TO: Director of Early Learning Services
FLSA STATUS: Non-Exempt
PREPARED BY: Human Resources

PRIMARY ROLE:

The primary responsibility of the Educational Assistant in the Early Intervention/Early Childhood Special Education (EI/ECSE) program is to support the classroom teacher in meeting the individual needs of students. Educational Assistants carry out team designed programs, to support children in the development of self-management skills. Assistants should be comfortable collaborating with educational team members and working with children one on one as well as small groups.

QUALIFICATIONS:

- To perform this job successfully, an individual must be proficient in each responsibility and essential function of the position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual will hold a valid driver's license and have reliable, insured transportation. If selected for the position, individual will complete a pre-employment background check.

EDUCATION/CERTIFICATION/EXPERIENCE:

- High School diploma
- Experience working with children or in an educational setting preferred
- Maintain current First Aid/CPR

REQUIRED SKILLS:

- Follow IMESD guidelines, rules and procedures
- Maintain integrity and confidentiality
- Exhibit regular punctuality and attendance
- Manage time efficiently and effectively
- Prioritize workload to accurately meet job requirements and timelines
- Cultivate positive and professional relationships, and show sensitivity to individual differences
- Demonstrate effective communication skills
- Resolve conflict in a professional manner
- Express ability to be flexible and cooperative in varying capacities
- Maintain organization and safety in the work environment

RESPONSIBILITIES and ESSENTIAL FUNCTIONS:

- Meet the learning needs of individual students by assisting the teacher in planning and implementing instructional strategies appropriate to students
- Carry out team designed programs as prescribed for the child by the IFSP team
- Use learning activities designed to meet the needs outlined in IFSP's and in accordance with stated objectives
- Keep accurate record of activities and objectives for students
- Cooperate with specialists and consulting teacher in setting up and maintaining student files, scheduling parent meetings and participate in those meetings at supervising teacher's request
- Use Positive Behavior Support program in and outside the classroom setting and manage discipline problems fairly and in accordance with IMESD Board Policies, the student's individual family service plan and state and federal regulations; to ensure the safety, care, and well-being of the students

- Give clear directions and ensure student understanding
- Present educational programs imaginatively and in a manner that captures attention, maintains interest and motivates students
- Use time and materials effectively in relation to lesson plan goals and objectives
- Assist students with toileting and/or changing diapers, respecting all student needs for privacy
- Identify and report to classroom teacher, changes in the child's condition that may necessitate an adjustment in the child's individualized program
- Assist students with implementation of self-help skills to support each student in achieving self-management skills
- Implement classroom learning activities and schedules under consulting teacher authority
- Assist in the administration, scoring and recording of tests and data including written, oral and physical data.
- Ability to read, write and speak fluently in English (and Spanish preferred)
- Attends staff meetings and trainings as directed
- Follows IMESD procedures, especially as outlined in the Staff Handbook

Other Duties:

- Perform other reasonable duties that may be assigned to meet the usual and unusual demands placed on the organization

EFFORT:

Mental:

- Learn new tasks and remember processes
- Maintain focus, make timely decisions and complete tasks independently
- Make decisions, assess risk, perform complex work and proceed with insufficient information
- Ongoing shifts in priority and demands require the need for review and integration of diversified functions and interests

Work Place:

- Comply with IMESD policies and procedures
- Proficiently meet IMESD Employee Evaluation Standards
- Dress in a neat, clean, and professional manner appropriate for the assignment and work setting
- Confer regularly with immediate supervisor
- Use and maintain IMESD building property, equipment and materials appropriately
- Complete required annual trainings assigned by IMESD
- Fulfill duties for Mandatory Reporting of suspected child abuse or neglect
- This position may involve travel throughout the IMESD service area, which requires employee to hold a valid driver's license, have reliable transportation and insurance.

Physical:

- The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.

PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

In 8-hour workday, this job requires:

R - Rarely (Less than .5 hrs per day)

F - Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O - Occasionally (.5 – 2.5 hrs per day)

C - Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)				X	
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use of wrists				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control		X			
Pushing/Pulling - Maximum weight: 40 lbs.			X		
Lifting/Carrying - Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

- This position involves working at IMESD campuses and/or school districts within the IMESD service area.
- This position is a full time, 190-day, ten month position. The typical workweek is M-F, 8 hours a day. There will be occasional prolonged and/or irregular hours.
- Employee could be exposed to blood or other potentially infectious materials or illnesses during the course of duties.
- Employee may be exposed to inappropriate student behavior such as hitting, kicking, biting, yelling, cussing and verbal threats.
- Any changes in contract days will be stipulated in each individual contract. Salary and benefits are established through a negotiated agreement between the IMESD Employee Group and the IMESD Board of Directors.
- Employee schedule and assignment to be established by Director and/or Assistant Superintendent.
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ADDITIONAL INFORMATION:

Employee Unit: IMESD Classified Association Collective Bargaining Unit
Pay Grade: Column 3 - Step 1 to Column 3 - Step 5 (Hourly)
Approved by: HR Director
Last revised: August 10, 2023

NOTE:

IMESD believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work

identified. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the District's goals.

EMPLOYEE STATEMENTS:

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with IMESD."

"I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s)."

_____	_____	_____
Employee Name (print)	Employee Signature	Date
_____	_____	_____
Supervisor Name (print)	Supervisor Signature	Date