

EDUCATIONAL ASSISTANT

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Supervising Kindergarten Teachers/Title I</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Educational Assistant Personnel</i>
Terms of Employment:	<i>7 hours / 9 months</i>
Job Goal:	<i>To provide instructional assistance to the students being served by Kinder-Title I participants</i>

Minimum Qualifications

1. *High School Diploma or Equivalent*
2. *Must possess Associate's degree or higher OR 48 credit hours from an accredited college/university; or pass the Para Pro test or*
3. *Must possess or be eligible to obtain educational assistant licensure issued by the New Mexico Public Education Department*
4. *Experience as an educational assistant (preferred)*
5. *Ability to obtain a level three license issued by the NM Public Education Department*
6. *Successful passage of background check*

Job Duties

1. *Serve under direction of the teacher(s) in an assistant's role to develop the age-appropriate skills of students.*
2. *Support students in affective as well as cognitive growth.*
3. *Assist in location of or creation of appropriate learning materials.*
4. *Assist teacher in the creation of an appropriate learning environment.*
5. *Accompany students on field trips when deemed appropriate.*
6. *Extend a skill by attending appropriate in-service meeting, workshops and staff meetings as required.*
7. *Assist in clerical work and maintain Title I Program records as required.*
8. *Assist in establishing parent/school communication.*
9. *Assist with duty relating to playground supervision, cafeteria and bus loading activities.*
10. *Assist with clean up routine as may be required.*
11. *Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*

12. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
13. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
14. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
15. *Evenings and weekend work may be required.*
16. *Perform such other tasks as may be assigned*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____