



## EDUCATIONAL ASSOCIATE JOB DESCRIPTION

TITLE: Educational Associate

REPORTS TO: Classroom Teacher and Building Principal

### POSITION GOAL:

To assist the teacher address teaching objectives by working with individual students or groups of students to help students work to achieve the maximum skill levels.

### QUALIFICATIONS:

1. Iowa BOEE Paraeducator certificate preferred.
2. Ability to relate effectively to children with special needs.
3. Evidence of the emotional maturity and stability necessary for the specialized work involved.
4. Must maintain a loving, caring, helpful relationship with children.
5. Must have initiative and the insight to anticipate problem situations and/or children in need of assistance.
6. Must be willing to attend training to assist with specific student's needs.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
8. Ability to follow policies and practices.
9. Must have a high school diploma or equivalent.

### PERFORMANCE RESPONSIBILITIES:

1. Work with individual students or groups of students to reinforce learning of material or skills prepared by the teacher.
2. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
3. Guide independent study, enrichment work, hygiene needs and remedial work as set up and assigned by the teacher.
4. Check notebooks, correct papers, supervise testing and makeup work and other needs as assigned by the teacher.
5. Assist with group activities such as drill work, reading aloud, and story-telling.
6. Alert the regular teacher to any problem and special information about an individual student.
7. Assist children in need of special attention per expectations of the classroom teacher and building principal.
8. Assist teacher with physical needs of student(s) – bus, lunch, and special classes, as directed by building publications and by a student's IEP.
9. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
10. Participate in in-service training programs, as assigned.

### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. Considerable floor-sitting, bending and lifting, as needed, to work with children.
2. Mobility as required for classroom and playground supervision.
3. Patience as required for working with challenging students.
4. Good health to minimize absenteeism.
5. Dexterity as required for clerical duties.
6. Ability to lift or assist in lifting students who require assistance with basic needs.
7. Generally indoors.
8. Duties outside of the classroom as assigned.
9. Recess supervision as assigned.

### TERMS OF EMPLOYMENT:

1. Salary and work year dependent upon individual situation to be established by the Board.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board policy on evaluation of classified personnel.