

**TITLE****Educational Assistant****QUALIFICATIONS**

1. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment), **and** proof of additional training from one of the following:  
Associates Degree, or a minimum of 48 semester hours of higher level education, or pass a state-mandated equivalency test;
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
3. Meets health and physical requirements.

**JOB GOAL**

**To provide assistance to teachers, secretaries, and clerical personnel when needed. A minimum of fifty percent of the day should be spent working directly with students.**

**ESSENTIAL FUNCTIONS**

1. Work with individual students or small groups of students, as directed, to reinforce learning of material or skills;
2. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students;
3. Operate and care for equipment used in the classroom for instructional purposes;
4. Distribute and collect workbooks, papers, and other materials for instruction;
5. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips;
6. Check notebooks, correct papers, and supervise testing and makeup work as assigned by the teacher;
7. Assume responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job;
8. Check and record attendance;
9. Arrange bulletin boards;
10. Type and duplicate tests, worksheets, and supplementary materials;
11. Assist in supervising the children in lunchroom, playground, and loading the bus;
12. Assist the teacher in assimilating material for class displays; and
13. Perform other duties as assigned.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

## **WORK CONDITIONS**

Normal working environment – usually works 180 school days from 8:00 a.m. – 3:00 p.m.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.