

EDUCATIONAL ASSISTANT/GENERAL EDUCATION

QUALIFICATIONS:

1. Experience working with children
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: To work closely with pupils on a regular basis in an effort to facilitate their physical, cognitive and Emotional development in order to gain the full benefits from the District's education program.

PERFORMANCE RESPONSIBILITIES

- * Assists the student(s) to whom assigned in such physical tasks as putting on/taking off of outerwear, moving from room to room, using the lavatory, assisting at lunch, assisting with bus transfers, etc;
- * Under the direction of the teacher assists the student(s) in recitation, reading, and other curriculum tasks, guiding and helping them, but not teaching them;
- * Under teacher supervision, works with small groups of students to reinforce material initially introduced by the teacher;
- * Establishes as fully as possible a supportive relationship with the student(s);
- * Communicates vital information regarding the students to the teacher;
- * Understands and respects the confidential nature of specific information relating to the students;
- * Assumes supervisory role over the students when classroom teacher is out of the room;
- * Provides clerical assistance to teachers by photocopying, typing, laminating, etc., preparing class materials for students;
- * Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

WORK SCHEDULE

The work day shall be established by the supervisor but shall not exceed 7.5 hours per day, excluding ½ hour for a duty free lunch, unless other arrangements are made by the supervisor.

The yearly number of days worked in a school fiscal year shall normally be 180 days excluding holidays, unless a different work schedule is approved by the District Administrator.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.