

EDUCATIONAL ASSISTANT

JOB SUMMARY

Perform instructional activities under the direct guidance of the teacher.

QUALIFICATIONS

- High school diploma (or GED)
- "Highly Qualified" (i.e. successful completion of Praxis test or 48 hours of college credit, Associates or Bachelor's Degree)
- Sufficient experience so that with appropriate training, services may be provided in the specific role for which employed
- Such alternatives to the above qualifications as the Principal or Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Principal
- Required to work under direct guidance of the classroom teacher unless otherwise assigned to another supervisor
- Assist individual pupils and small groups in developing academic skills
- Perform such clerical duties as preparing instructional materials, making reports, checking papers, and recording grades (clerical duties are not, however, limited to this list)
- Maintain student records as directed by the classroom teacher
- Administer all diagnostic tools as directed by the teacher
- Assist in preparing the classroom and organizing all instructional materials and equipment as directed by the teacher
- Monitor the classroom when the teacher must attend staffings, provide consultation, etc.
- Attend all in-service and faculty meetings when directed to do so by the principal or Director of Schools
- Must not discuss confidential school business, or student records in or out of school or with peers
- Perform other routine duties as assigned by the building-level administrator
- Assist in the supervision of students on bus trips as directed by the building-level administrator
- Lunchroom duty
- Recess or playground duty
- Before or after school duty
- Act in a professional manner at all times
- Dress neatly and appropriately for the position held
- Perform other duties as assigned by the Principal, appropriate Supervisor, or Director of Schools

ADDITIONAL RESPONSIBILITIES/JOB DUTIES OF SPECIALIZED POSITIONS

- **ELL EDUCATIONAL ASSISTANT**
 - Report to the principal
 - Required to work under direct guidance of the ELL teacher
 - Perform translations from english to spanish as needed (preferred)
 - Interpret for parents and students with limited english proficiency (preferred)
 - Model and help students apply correct english grammar, punctuation, or spelling
 - Apply classroom management techniques appropriately
 - Organize educational materials ideas
 - Evaluate, monitor, record, and communicate student progress to parents and appropriate others
 - Establish and maintain positive relationships with students
 - Use technology to enter, access or retrieve educational data
 - Coordinate instructional efforts with ELL teachers
 - Help students individually or in small groups with learning

LEBANON SPECIAL SCHOOL DISTRICT

- Must possess and be able to use a knowledge of the structure and content of the english language (including word meaning and spelling, rules of composition, and grammar)
- **FULL-TIME SUBSTITUTE**
 - Act as substitute teacher in assigned classroom
 - When not being utilized as a substitute, work with assigned teacher(s) and/or students, assist in the office as needed, fulfill other educational assistant duties as assigned, and/or work on special projects as assigned by the principal or designee
- **PRE-KINDERGARTEN ASSISTANT**
 - Report to the Principal and Instructional Coordinator
 - Required to work under direct guidance of the Pre-Kindergarten teacher
 - Required to attend district and state staff development including Child Abuse Awareness, CPR Certification, and First Aid Certification
 - Assist the classroom teacher with planning for instruction
 - Maintain school and state policies and procedures
 - Assist with students and classroom duties as assigned by the teacher
- **SPECIAL EDUCATION ASSISTANT**
 - In settings involving students with disabilities or very young students, assistants shall assist students with toileting, catheterization, feeding and other self-help activities as required
 - Lifting, bending, and good general health and mobility are required