

Adrian School District #61

Job Description

Title: Educational Assistant

Job Description:

Under general supervision, performs a wide variety of clerical instructional duties, including assisting the regular classroom teacher, Title 1 teacher, or media specialist with supervision and instruction of students. Supervises students during non-instructional activities.

Reports To:

Teacher, media specialist, Title 1 Coordinator, or building principal (as designated)

Job Characteristics:

Employees in this job classification require processing of information, and assistance of staff or students under general supervision

Essential Functions:

1. Assists students in their understanding of instructional concepts by reemphasizing the basic elements of teacher directed activities.
2. Provides students with additional practice on identified skill areas
3. Assists with the correction of student work
4. Keeps records and charts of individual students
5. Keeps daily tally of attendance, if requested.
6. Keeps computer files updated
7. Maintains records in compliance with state and federal guidelines.
8. Assists with the supervision of students both inside and outside of the classroom
9. Prepares instructional materials
10. Assists with preparation of teaching aids and materials
11. Operates instructional equipment.

Other Functions:

1. Instructs and supervises students with basic computer usage and keyboarding skills
2. Types and reproduces materials
3. Fulfills other educationally-related duties as assumed or as assigned by the supervisor.

Job Qualifications:

1. Knowledge of:
 - a) Teaching methods and procedures
 - b) Record-keeping systems
 - c) Audio-visual equipment and its operation
 - d) Copier, computers, and other equipment
 - e) Instructional procedures
 - f) Student behavior and discipline
 - g) Rules and regulations of playground and cafeteria

2. Ability to:

- a) Work well with students and staff in school setting
- b) Understand and carry out oral and written directions
- c) Use independent judgement
- d) Supervise students
- e) Fluent in English for both oral and written language

3. Experience:

- a) Demonstrated competence
- b) Experience working with student in a school or youth group organization is preferred

4. Education:

- a) Associates Degree, or the equivalent of two years of full-time study, or
- b) Demonstrate proficiency by meeting the standards on the Paraprofessional Certification Exam

5. Physical Requirements:

Working closely with students can be both physically and emotionally tiring. May require exposure to adverse weather conditions and noisy work areas.

- a) In an eight hour day, employee may:
 - Sit 4-5 hours
 - Stand/Walk 1-2 hours
 - Drive 0-1 hour
- b) Employees may use hands for repetitive:
 - Single grasping
 - Pushing and pulling
 - Fine manipulation
- c) Employee may use feet for repetitive movements as in operating foot controls
- d) Employees may need to:
 - Bend frequently
 - Squat frequently
 - Climb stairs occasionally
 - Lift occasionally
 - 1. Light work—lifting 30 pounds occasionally, with frequent sitting and occasional standing/walking

The above job description, revised July 9, 2019, supersedes all prior descriptions for this position.

I have read this job description and understand its contents:

Signed _____

Date _____

