

EDUCATION ASSISTANT

GENERAL STATEMENT OF DUTIES:

Assists in the supervision and instruction of regular and special needs students in the regular classroom, a special education classroom or during an educational activity such as a field trip, observe and document student progress; implement plans for instruction; provide information to appropriate school personnel; and attending student and job-related meetings/trainings.

REPORTS TO: Principal/Assigned Teacher

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for all students, including special education, to participate in classroom activities.
- Confers with teachers, parents, counselors and may participate in team meetings for the purpose of assisting in evaluating student progress and/or implementing IEP objectives.
- Implements academic instruction assigned by a teacher for individuals or small groups for the purpose of meeting learning goals, or as described by an IEP and/or district benchmarks.
- Implements behavioral plans designed by IEP team for students with behavior disorders or other handicapping conditions for the purpose of assisting in meeting special education students needs and providing a consistent environment.
- Performs record keeping (daily data on instruction and/or behavior) and clerical functions (e.g. correcting papers, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Provides direct instructional services to students under the supervision of a certificated staff member for the purpose of implementing IEP goals and/or remediating student deficiencies.
- Provides verbal and/or written feedback of observations for the purpose of assisting certificated personnel in evaluating students.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns.
- Performs other duties relative to position assigned

MINIMUM QUALIFICATIONS:

- High school graduation or other equivalent (i.e., GED, college, technical, trade school transcript, foreign equivalency, etc.).
- Associate's Degree or 48 hours of academic credit or passage of educational assistant assessment.
- First Aide/CPR may be required.
- Ability to independently plan and organize work; to present information clearly and concisely, orally and in writing; to establish effective and tactful working relationships with co-workers and the general public; to handle confidential information in trustworthy manner; to make good judgment decisions regarding student and district matters.

Working Conditions and Physical requirements

- Exerts force to 50 lbs. frequently
- Frequent walking and standing on uneven surfaces.
- Push and pull strength to lift, drag or carry persons or objects.
- Occasional stooping, kneeling, crawling, reaching, handling and repetitive fine motor activities.
- Frequent talking, listening and hearing. Effective audio-visual perception needed for making observations, distinguishing objects, communicating with others in person, Frequent near and far acuity, depth perception, focal length change, color vision.

Employee Signature

Date

Mesa Vista Consolidated Schools
Revised July 2013

Supervisor's Signature

Date