

## JOB DESCRIPTION

Title: Educational Aide

### Qualifications:

1. Possess organizational skills
2. Ability to work with students, staff and parents
3. Possess excellent communication skills (oral and written)
4. Possess basic computer skills
5. Highly Qualified: Two year degree or 48 credit hours beyond HS diploma
6. Possess a positive attitude in working with students

Reports to: Overall supervisor, building Principal. Work directly with teachers and students.

Job Summary: Work with students who need more assistance, assist teacher with educational materials, give oral/written report of students' progress and assist in classroom under direction of teacher, provide appropriate student supervision in a variety of settings.

Essential Functions:

1. Follow the instruction of teacher when working with a student.
2. Assist the instructional teacher with materials needed to educate the student.
3. Work individually with students on skills that have been identified by the educational staff.
4. Use materials for instruction identified as appropriate for meeting the needs of the students.
5. Assist with large group instruction, following the lead of the instructional teacher.
6. Provide playground supervision, as assigned.
7. Provide lunchroom supervision, as assigned.
8. Perform other duties of a similar nature as directed

Physical Activities: Crouching, reaching, kneeling, standing, walking, lifting, grasping, talking, hearing/listening, seeing/observing, repetitive motions.