

JOB DESCRIPTION

CORNBELT EDUCATIONAL COOPERATIVE

JOB TITLE: EDUCATION ASSISTANT (K-12) AND
EDUCATIONAL ASSISTANT EARLY CHILDHOOD

REQUIREMENTS:

- A.** **Education Level:** High school diploma and Praxis Certified or an Associate's degree.
- B.** **Experience Desired:** Previous work in a school setting or day care is desired.
- C.** **Physical Requirements:** The position requires good physical skills in hand-eye/mind-eye coordination and hearing. Ability to use wrists, hands and fingers in keyboarding and typing is essential. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing, and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car, van, or mini school bus is required (*not requiring a CDL license*).
- D.** **Other Requirements:** Possess a valid S.D Operators Driver's License. Participate in professional development activities and implement training to enhance instructional skills, child behavior management strategies, and other educational strategies to improve student performance.

REPORTS TO: SUPERVISING TEACHER AND PRESCHOOL COORDINATOR

RECEIVES GUIDANCE FROM: SUPERVISING TEACHER AND PRESCHOOL COORDINATOR

ESSENTIAL FUNCTIONS AND DUTIES:

- 1) Demonstrate good work attendance and work characteristics.
- 2) Ability to follow oral directions and written plans.
- 3) Ability to communicate clearly with adults and children.
- 4) Ability to work in a team setting and be flexible regarding assignments.
- 5) Assist preschool and school age children in accessing transportation.
- 6) Provide personal care to students with special daily living needs (e.g., toileting, feeding, physical management).
- 7) Tutor students 1:1 and in small groups in special education classrooms and/or general education classrooms.
- 8) Work with children in school and at other educational settings.
- 9) Prepare instructional materials as selected by teacher.
- 10) Reinforce appropriate instructional/behavioral objectives as directed.
- 11) Provide clerical assistance for maintaining student records (charting, assignments, attendance, progress notes).
- 12) Supervise identified student(s) in lunchroom, playground, and other educational settings.
- 13) Maintain strict confidentiality regarding personally identifiable information about children assigned to the classroom and services the children are receiving.
- 14) Ensures a learning environment that provides for the well-being, health and safety of all children.
- 15) Provide transportation services for children before, during, and/or after school using a car, van or mini school bus not requiring a CDL license.
- 16) Performs other duties as assigned by teacher, principal, or Coordinator.
- 17) Understands and practices confidentiality with regard to the Requirement set forth in the Family Educational Rights and Privacy Act (FERPA).
- 18) In order to effectively perform the duties of this position, regular, on-site and in-person attendance is required.

WORKING CONDITIONS:

A. Inside

Outside

Both

XXX

B. Climatic Environment:

Typically, work is conducted in comfortable class rooms, offices and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity. Varying degrees of travel is required for this position which may result in exposure to outside elements because of weather conditions.

C. Hazards:

Some classrooms, offices, and school settings may expose employees to communicable diseases. In a typical school setting exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards including structural supports, equipment, materials, and other overall environmental surroundings. Travel between schools and other school settings may cause exposure to hazardous driving and walking conditions because of weather conditions.

I have carefully reviewed this job description and affirm the following (please initial):

_____ To the best of my knowledge, I CAN fulfill all the requirements, responsibilities, and training aspects set out in this document.

_____ To the best of my knowledge, I CANNOT fulfill all the requirements, responsibilities, and training aspects set out in this document.

Use this space for any comments:

Employee Name (Print)

Employee Signature

Date