

JOB DESCRIPTION

Fayetteville City School System

EDUCATIONAL ASSISTANT

Purpose Statement

The job of Educational Assistant was established for the purpose/s of providing support to the instructional program within assigned educational settings with specific responsibility for working with individual and/or small groups of students; and providing clerical support to teacher/s and staff.

This job reports to School Principal.

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Assists teachers with classroom assignments, tests, homework, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Attends meetings and professional development opportunities for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, and parents for the purpose of assisting in evaluating progress and/or implementing academic objectives.
- Maintains instructional materials and/or manual and electronic files/records (e.g. lessons, pencils, paper, teaching supplies, etc.) for the purpose of ensuring availability of items, and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.
- Performs general clerical tasks (e.g. laminating, making posters, making copies, bulletin boards, filing, newsletters, etc.) for the purpose of assisting teachers with instructional material.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, appropriate and inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Supports classroom teachers and other school personnel (e.g. opens book store, performs hearing/visual screening, oral/written testing, type newsletters, etc.) for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

Other Functions

- Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include concepts of grammar and punctuation: stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities, collate data, and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: flexibility; communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally hazard free environment.

Experience: Job related experience is required

Clearances: Criminal Justice Fingerprint/Background Clearance

Education: High School diploma or equivalent

Required Testing: Pre-employment Proficiency Test