

PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION

Job Title: Educational Assistant - Instructional
Prepared Date: 8/1/2018
Revised Date:
Work Year: 153 days – 6 hours per day
Department: Learning Services
Reports To: Building Principal
Salary Range: Educational Assistant Salary Schedule
Benefits: Fringe benefits based on Schedule B
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Educational Assistant - Media is to assist in managing a library collection and performs a variety of media center and clerical duties including working with groups of students in developing media skills and assisting with computer lab needs

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Highly Qualified status under ESSA
 - Pass Work Keys or Praxis test, or
 - 48 Semester Hours of College Coursework, or
 - Associates Degree
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Completed at least two years of study at an institution of higher education
- Experience with the District's Gateway Circulation System
- Experience working with the Reading, Renaissance (AR) program
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Competence in the areas of mathematics, reading, writing, and speaking
- Ability to learn and apply behavioral management techniques with consistency and good judgement
- Ability to prioritize, plan, organize, and execute work using independent judgment

- Knowledge of District and school policies and procedures
- Basic computer skills and ability to use a computer for word processing
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to establish and maintain a professional/effective working relationship with all staff, students, and parents
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assist teacher in classroom and other resource spaces located throughout the school by supervising and assisting students individually and in small groups with classroom literacy, math activities, etc. to reinforce learning of material or skills initially introduced by the teacher
- Assist in such large group activities as drill work, reading aloud, and story telling
- Support students with classroom technology, including computer resources and audio visual equipment, as directed by licensed teacher
- Follow prescribed daily individual and small learning group instruction plans as outlined by school team members (principal, classroom teacher, Student Services Coordinator, and Special Education Teachers)
- Read to students, listens to students read, and participates in other forms of oral communications with students
- Provide for safety of individual students as well as providing safety for students in the group
- Assist staff with record keeping, copying, filing, grading assignments, and taking attendance
- Supervise large groups of children at recess and lunch ensuring safety and security at all times
- Assist the teacher in preparing educational materials (copying, typing, laminating, etc.)
- Assist the teacher in the set-up and maintenance of the classroom, materials, and supplies
- Participate effectively at regular team meetings with teacher and other support staff demonstrating appropriate social skills, problem solving, and conflict resolution strategies
- Interact thoughtfully and courteously with students, staff, and parents and resolve conflict in a professional manner
- Guide independent study, enrichment work, and remedial work set up and assigned by the teacher

- Administer, score, and record such achievement and diagnostic tests as the teacher recommends for the individual student
- Check notebooks, correct papers, and supervise testing and make-up work, as assigned by the teacher
- Attend in-services, workshops, and training programs as requested by supervisor

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Building Principal and classroom teacher

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting			X		

Maximum weight: 50 lbs.					
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.