



# South Lane School District

## Job Description

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**Job Title:** Education Assistant  
**Assignment:** Elementary or secondary  
**Reports To:** Principal  
**Evaluated By:** Building Administrator(s)

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### **JOB SUMMARY**

Assists teaching staff by performing instructional tasks with students in small groups and one-on-one settings, record keeping, and supervision.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Follows and maintains knowledge of applicable District policy(ies) and procedures.
  2. Assists students, individually or in groups, with lessons, assignments (reading, math and writing groups), and behavior.
  3. Tests and evaluates students' abilities in math, writing, and reading and progress as directed by teacher.
  4. Assists staff with record keeping, copying, filing, grading assignments and taking attendance.
  5. Monitors and assists students as needed in the classroom, at recess, at lunch, and before/after school.
  6. Assists the teacher in developing educational materials (copying, typing, laminating, etc.).
  7. Follows prescribed daily schedule as outlined by the building administrator.
  8. Assists the teacher in the set-up and maintenance of the classroom, materials and supplies.
  9. Assists teachers or administrators, when directed, in communicating with parents/guardians and completing paperwork.
  10. Maintains safe environment for students at all times.
  11. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
  12. Appropriately maintains and secures confidential records and inquiries.
  13. Maintain appropriate certifications and training hours as required.
  14. Attends work regularly and is punctual.
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### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Assists with general office and cleaning duties when necessary.
2. Performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
3. Assists on school field trips.
4. Files documents and records.
5. Attends in-service trainings.
6. Attends staff meetings if required.

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## SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent (72 quarter hours) from a college or technical school, or must be able to pass the district's assessment demonstrating knowledge of, and the ability to assist in reading, writing, and math. Prior successful experience working in a school setting or with children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail and internet. Experience with database software, educational software and online programs, spreadsheets, and word processing software is preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators and parents. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements. Ability to obtain a valid CPR/First Aid card.

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## PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee

must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

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### **OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee	Prepared Date: March 2014
Reviewed/Adopted By: SLSD School Board	Review Date: June 2014

I have read and understand this job description.

**Signature:**

**Date:**

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