

# DEXTER CONSOLIDATED SCHOOLS

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## JOB DESCRIPTION

Position: EDUCATIONAL ASSISTANT

Supervisor: Teacher/Principal

**GENERAL JOB DESCRIPTION:** The Assistant will provide opportunities for the teacher to attend to the individual needs of students. The Assistant will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Display a desire to work with students.
2. Serve as a role model.
3. Project an over-all concern and personal appearance as it relates to job performance.
4. Work as a member of a team.
5. Communicate effectively both verbally and in writing.
6. Assist licensed personnel in school environment where individual differences are respected.
7. Respond to students as individuals
8. Help maintain cohesiveness in school environment.
9. Assist with supplementary work for students and, supervise independent study in the school environment.
10. Use current technology for instructional management needs.
11. Assist licensed personnel with student discipline.
12. Assist in maintaining students' involvement in appropriate tasks.
13. Provide assistance with individualized program materials.

### ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Work under supervision of certified teacher(s), prepare for classroom activities.
2. Work with small groups of students to reinforce material initially introduced by the teacher.
3. Assist individual children in need of special attention.
4. Guide independent study, enrichment and/or remedial work setup by the teacher(s).
5. Set up media equipment as directed.
6. Assist in drill work.
7. Assist with reading and/or storytelling.
8. Assist groups of students in the library and other settings.
9. Participate in in-service training programs.
10. Contribute to the welfare and effectiveness of the classroom(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
11. Model acceptable social skills in working with students, teachers, parents and supervisors.
12. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances and classrooms.
13. Respond to the unique needs of each student.
14. Serve as a bus assistant, maintaining training and documentation requirements to be a qualified bus assistant.
15. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal and/or the superintendent.

### QUALIFICATIONS:

1. High School diploma or GED. Additional education and/or training desirable.

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2. Possess or qualify for a New Mexico Level III Educational Assistant License.
3. Demonstrated aptitude for the work to be performed.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

### SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

### EQUIPMENT /MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

### WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make home visits when needed and appropriate.

### TERMS OF EMPLOYMENT:

1. FLSA non-exempt employee (unless serving as the primary classroom teacher).
2. Salary and work year to be established by the Superintendent.

**Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.**

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_