

EDUCATIONAL ASSISTANT

QUALIFICATIONS:

- Letter of Approval from State of Illinois
- 30 hours college credit
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO:

Principal/teacher

JOB GOAL:

To assist the teacher in achieving instructional objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

PERFORMANCE RESPONSIBILITIES:

- ◆ Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
- ◆ Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
- ◆ Assists the teacher in devising special strategies for reinforcing material or skills based on an empathic understanding of individual students, their needs, interests, and abilities.
- ◆ Operates and cares for equipment used for instructional purposes.
- ◆ Helps student's master equipment or instructional materials assigned by the teacher.
- ◆ Distributes and collects workbooks, papers, and other materials for instruction.
- ◆ Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- ◆ Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- ◆ Keeps bulletin board and other classroom learning displays up-to-date.
- ◆ Assists with such large group activities such as drill work, reading aloud, and story telling.
- ◆ Reads to students, listens to students read, practice and participates in other forms or oral communication with students.
- ◆ Assists students in the library or learning center.
- ◆ Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
- ◆ Checks and records student attendance, as assigned by the teacher.
- ◆ Collects and records collection of money, as assigned by the teacher.
- ◆ Helps students with their clothing, as assigned by the teacher.
- ◆ Assists with lunch, snack, and cleanup routines, as assigned by the teacher.
- ◆ Assists with wash-up and toilet routines, as assigned by the teacher.
- ◆ Alerts the regular teacher to any problem or special information about an individual student.

- ◆ Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- ◆ Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teacher.
- ◆ Participated in in-service training programs.

TERMS OF EMPLOYMENT: 180 DAYS. Salary and benefits commensurate with contractual commitments.

EVALUATION: Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.