



**JOB TITLE:** Educational Assistant Highly Qualified

**SALARY:** According to placement on the current compensation table

**TERMS OF EMPLOYMENT:** 9-month position

**EVALUATION:** Performance of this job will be evaluated in accordance with the procedures for evaluating non-certified staff

**REPORTS TO:** Principal

**SUPERVISORY RESPONSIBILITIES:**

1. None

**JOB QUALIFICATIONS:**

**Education:**

1. High school diploma or equivalent
2. Associate's Degree or higher, 48 college/university semester hours, or have passed qualifying assessment(s)

**Experience:**

1. None

**Certificates/Licenses:**

1. None

**JOB EXPECTATIONS:**

1. Demonstrates effective organizational, problem-solving, and conflict resolution skills
2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices, and procedures, including proper use of equipment
4. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management
5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies and procedures
7. Meets deadlines
8. Demonstrates confidentiality as related to job
9. Develops and maintains professional working relations with other District employees
10. Continual compliance with regulations, rules or statutes related to Colorado State Board of Education Rules and Regulations, Colorado Department of Education and Colorado State Law

**JOB SKILLS AND ABILITIES:**

1. Demonstrates basic computer and clerical skills
2. Ability to work closely with students as a positive role model in an academic setting
3. Ability to work without close supervision

**ESSENTIAL FUNCTIONS:**

1. Assists in the preparation and implementation of classroom activities and displays under the supervision of teacher
2. Assist individual students or small groups for independent study, reinforcement of skills, enrichment, flooding, and/or remedial work as assigned by the teacher
3. Supervises testing and makeup work as assigned
4. Informs designated building personnel of student issues such as discipline and/or academic concerns, parent contacts, etc. as required
5. Supervises students in a variety of settings to maintain an environment conducive to safety and learning
6. Assists with non-instructional duties such as lunchroom, playground, restroom, and assemblies as needed

7. Assists students during field trips, library class, computer lab, specials, and other extensions of the classrooms
8. Performs basic clerical duties using computers and copiers as assigned
9. Operates classroom equipment for student instruction as assigned; reports any needed equipment repairs to supervisor
10. Communicates in a professional manner with staff, students, parents and patrons
11. Models an effective understanding and respect for diversity and inclusion
12. Incorporates legal rights and due process for children with special needs
13. Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
14. Demonstrates a positive attitude towards change
15. Performs such other tasks as may, from time to time, be assigned

#### **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. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger; handle and feel; reach with hands and arms; taste and smell; and talk and hear. The employee may also need to stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to inclement weather conditions. The noise level in the work environment is usually moderate, but occasionally loud. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.

Prepared by: JL/AR/SB

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