



POSITION DESCRIPTION

TITLE: Educational Assistant

MINIMUM QUALIFICATIONS:

1. Minimum of High School diploma or equivalent (GED)
2. Ability to pass a background check
3. Valid Educational Assistant License issued by the New Mexico Public Education Department
4. Excellent communication and interpersonal skills.
5. Ability to build positive relationships with students, parents, and community members.
6. Have the following strengths: flexibility, reliability, calm demeanor, quiet voice, being self-directed (ie: once duties are clear, ability to follow through is essential).

OVERVIEW OF JOB DESCRIPTION:

This employee assists certified staff to provide a well-organized, smoothly functioning class environment in which students may take full advantage of the instructional program and available resource materials and provides instructional services directly to students. The Montessori work cycle is the foundation of the day. Therefore, the priority of the assistant is ensuring that the teacher is never interrupted while giving lessons. Teacher and assistant will develop mutually understood systems for management of the classroom during these times and all other parts of the students' day (recess, fine arts, pickup, transitions, etc). Assistant will help maintain equilibrium in the environment by monitoring noise levels and using teacher approved methods for gaining student attention (ie: the chime), redirecting student behavior if/when requested by the teacher and answering student questions.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to Public Education Department and Local School Board Policy.
2. Works with individual students or small groups in academic situations during class sessions.
3. Assists the teacher in classroom activities including but not limited to checking notebooks, correcting papers, supervision of testing, and assigning and reviewing make-up work.
4. Assists in preparing class displays, bulletin boards and other elements of an attractive, stimulating learning environment.
5. Assists in maintaining current and accurate classroom records as required.
6. Works with the classroom teacher in developing materials used for the instructional program.
7. Attends conferences and other special meetings as requested.
8. Operates various types of equipment used in the production of instructional materials.
9. Accompanies students on field trips when necessary.
10. Participates in staff development activities to improve skills.
11. Assist in maintaining a quiet environment, using soft voices at all times.
12. Montessori Environment: Assist in maintaining the prepared environment. These duties will include daily straightening of work on shelves, ensuring supplies are ready for the next work cycle, sharpening pencils, sanitizing tables at the end of the day and generally keeping the classroom clean and tidy.
13. Model grace and courtesy with students and all staff



14. Monitor students at recess, lunch, P.E., according to most current rules, while following teacher approved, Montessori-based methods.
15. Make copies, prepare materials when needed, log money from students and communicate as needed with the Lead teacher regarding what they need support with.
16. Lead classroom, following Teacher's Lesson plans, in the event Teacher is absent.
17. Maintain confidentiality of student's names when writing reports and relaying updates to parents
18. Performs such other relevant tasks as may be assigned by lead teacher or administration.

REPORTS TO: Principal or Assistant Principal

TERMS OF EMPLOYMENT: Work year will be contracted for 184 days plus 10 additional days (total of 194-days). Salary to be determined by individual training and experience level on the current Governing Council Approved Admin Salary Schedule for Educational Assistants.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Governing Council's policy on evaluation of administrative personnel.

PHYSICAL RATING LEVEL: This position will require the employee to function at a "medium" physical capacity as defined by Workman's Compensation statutes. "Medium" physical capacity indicates the ability to lift up to 50 pounds occasionally or up to 25 pounds frequently.

PHYSICAL REQUIREMENTS				
Action:	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Standing			X	
Walking			X	
Sitting			X	
Balance and Coordination				X
Bending/Stooping/Squatting				X
Reaching/Pushing/Pulling		X		
Crawling	X			
Climbing	X			
Vision				X
Finger Dexterity			X	
Driving		X		
Lifting 25# Maximum		X		
Carrying 75 ft Maximum		X		
Manual Dexterity Tasks:				



Telephone		X		
Laptop			X	
Computer			X	
Repetitive Motions:				
Fine Manipulation			X	
Grasping			X	
Hand			X	
Foot			X	
Use of Head and Neck:				
Static			X	
Rotating			X	
Flexing			X	
WORKING CONDITIONS				
Climatic Environment	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Wet, Humid Conditions		X		
Work near moving mechanical parts	X			
Work in High, precarious places	X			
Fumes or Airborne Particles		X		
Toxic or Caustic Chemicals	X			
Outdoor Weather Conditions				X
Extreme Cold (non Weather)		X		
Extreme Heat (non Weather)		X		
Risk of electric Shock	X			
Work with Explosives	X			
Risk of Radiation	X			
Vibration	X			
Noise Level	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Very Quiet		X		
Quiet			X	
Moderate Noise				X



Loud Noise		X		
Very Loud Noise	X			
Hazards	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Use of Chemicals	X			
Use of Power/Machinery	X			
Loss of family/personal time		X		

Executive Director Approval

Date

Employee Signature

Date