

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: HOSTS EDUCATIONAL ASSISTANT

Supervisor: HOSTS Teacher/Principal

General Job Description: To provide opportunities for the teacher and HOSTS mentors to attend to the individual needs of students. To provide assistance in preparing our students academically, socially, and physically to become positive, productive participants in the 21st century.

Essential Duties and Responsibilities:

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

Additional Duties and Responsibilities:

1. Report to, and plan with, the HOSTS instructor.
2. Follow the instructor's directions and give directions where appropriate.
3. Become familiar with assessment techniques associated with standardized tests, informal reading inventories and criterion-referenced tests.
4. Assist in recruiting and training volunteers.
5. Assist in inventorying materials and equipment.
6. Set up student folders - determine what materials have been prescribed by the specialist for a particular lesson and see that those materials are placed in the student's folder.
7. Do clerical tasks such as record and maintain student records and update schedules.

Qualifications:

1. High School diploma or GED. Additional education and /or training desirable.
2. Possess or qualify for a New Mexico Level 1 Educational Assistant License.
3. Demonstrated aptitude for the work to be performed.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Experience working with the public preferred.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn all multimedia equipment including current technology. Thermofax machine, laminator, book binders, paper cutters, etc...

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. Day and evening work required. Make site or home visits when needed and appropriate. Must be able to work under stressful conditions. Employee to be alert, decision maker, able to juggle multiple tasks and meet deadlines, get along with co-workers/supervisors, and able to interact with the public for a sustained period of time.

Terms of Employment:

Salary and work year to be established by the Board.