

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Special Education Educational Assistant

Supervisor: Teacher/Principal

General Job Description: To provide opportunities for the teacher 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.
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. 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 audiovisual equipment as directed.
6. Assist in drill work.
7. Assist with reading and/or storytelling.
8. Assist small groups of students in the library and other settings.
9. Participate in inservice 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 the special education student.
14. 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.
2. Possess or qualify for a New Mexico Level I 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.

Terms of Employment:

Salary and work year to be established by the Board.

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 to operate 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. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Revised 3/93

Revised 01/03