

JOB DESCRIPTION
EDUCATIONAL ASSISTANT
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Director of Student Services, Classroom Teacher, and Building Principal

GENERAL SUMMARY: The Educational Assistant will support and assist our students in the classroom and non-classroom settings.

QUALIFICATIONS:

1. High School Diploma.
2. Meet one of the following Hiring Requirements:
 - a. Possess an Associate's Degree or
 - b. Completion of a minimum of 2 years post-secondary education, or
 - c. Taken and received a passing score on one of the DPI-approved assessments. If you have not completed one of the following assessments, the district will help you to meet this requirement. (WorkKeys ACT, Parapro-Assessment ETS, or ParaEducator Master Teacher).

DUTIES AND RESPONSIBILITIES:

1. Demonstrate sensitivity to the individual needs of students.
2. Communicate with students in a way that fosters the development of a positive self-image.
3. Effectively assist with instruction and the accomplishment of specific academic tasks.
4. Effectively assist in managing student behaviors through consistently enforcing established classroom/school rules.
5. Model and reinforce positive behaviors that are expected of students.
6. Accompany and supervise students as necessary throughout the building, at recess, lunch, and off-site field trips.
7. Assist in the implementation of the special education Individualized Education Program (IEP), including physical and behavioral management, if necessary.
8. The candidate will work in a collaborative environment and communicate with staff consistently and appropriately. Performs other related duties as assigned.
9. Performs other related duties as assigned.

EVALUATION: The administration shall complete an evaluation in accordance with Board policy.

Approved by the Board of Education May 8, 2023.