

# Educational Assistant

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## Seasonal Part-Time Position

**JOB SUMMARY:** An educational assistant will be responsible for assisting a classroom teacher in the general supervision and management of the children. This educational assistant must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school's educational philosophy.

## ESSENTIAL FUNCTIONS:

1. Administer achievement and diagnostic tests as the teacher recommends for individual students.
2. Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
3. Assist the teacher in devising special strategies for reinforcing materials or skills on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps student master equipment or instructional material assigned by the teacher.
6. Distribute and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during specialty classes, emergency drills, assemblies, play period, and field trips.
9. Assists with such large group activities as drill work, reading aloud, and storytelling.
10. Reads to students, listens to students read, and participate in other forms of oral communication with students.
11. Checks notebooks, correct papers, and supervise testing and make-up works as assigned by the teacher.
12. Assists with lunch, snack, and cleanup routines.
13. Assists with wash-ups and toilet routines.
14. Alerts the regular teacher to any problem or special information about an individual student.
15. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
16. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
17. Participates in in-service training programs as assigned.

**WORK SCHEDULE:** The schedule for this position is dependent upon the student enrollment at Queen of Peace Catholic School. Refer to principal for further details.

## POSITION REQUIREMENTS:

- Punctual, conscientious, and reliable
- Courteous manner with students, staff, parents and parishioners
- Provides all duties detailed above at an acceptable level of competency