

Comal ISD Job Description**Educational Assistant (Regular Instruction/SCE)**Rev. November, 2009

Job Title:	Educ. Asst. (Reg. Instruction / SCE)	Wage/Hour Status:	Non-Exempt
Reports to:	Principal and Assigned Teacher (s)	Pay Grade:	NJ
Dept/School:	As Assigned	Days:	184
Date Revised:	November, 2009	Job Code:	EAT2

Primary Purpose:

Assist in preparation and management of classroom activities and administrative requirements. Work under general supervision of principal and immediate direction of certified teacher.

Education / Certification:

1. High School Diploma or GED.
2. Valid Texas Educational Aide Certificate.
3. Completion of at least two years of study at an institution of higher education (48 semester hours of college coursework); or have obtained, at minimum, an associate's degree; or met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment knowledge or, and the ability to assist in instructing reading, writing, and math or knowledge or, and the ability to assist in instructing reading and writing readiness, and math readiness, as appropriate.

Special Knowledge / Skills:

1. Ability to follow verbal and written instructions.
2. Ability to communicate effectively.
3. Knowledge of general office equipment.

Experience / Other Requirements:

1. Some experience working with children.

Major Responsibilities and Duties:

1. Help teacher prepare instructional materials and classroom displays.
2. Help maintain a neat and orderly classroom.
3. Help with inventory, care, and maintenance of equipment.
4. Help teacher keep administrative records and prepare required reports.
5. Provide orientation and assistance to substitute teachers.

6. Work with individual students or small groups to conduct instructional exercises assigned by teacher.
7. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
8. Keep teacher informed of special needs or problems of individual students.
9. Maintain confidentiality.
10. Participate in staff development training programs, faculty meetings, and special events as assigned.
11. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
12. Other duties as assigned.

Supervisory Responsibilities:

None.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain emotional control under stress.
2. Frequent standing, stooping, bending, kneeling, pushing, and pulling.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____