



Maury County Public Schools

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| Job Title | Educational Assistant | | |
| Department | Schools | | |
| Certified (Y/N) | N | Work Days/Year | 190 |
| FLSA Status | Non-Exempt | Hours/Day | 7.5 |
| Reports to | Principal | Supervises | |

Qualifications:

- High School Diploma or GED
- Sufficient experience so that with appropriate training, service may be provided in the specific role for which employed.

Job Overview: The job of the Educational Assistant was established for the purpose(s) of providing support to the instructional program within assigned educational settings with specific responsibility for assisting in the supervision and instruction of students; observing and documenting student’s progress; implementing plans for instruction; and assisting students

Job Functions:

- Assists teachers in classroom or other educational settings; oversees, monitors, or conducts classes during the temporary absence of teachers; assists teachers in setting up and conducting various class activities and projects; works with and assists students during class activities and projects; prepares instructional materials for classroom use; copies materials for use by teachers; sets up and assists with classroom technology; assists in administering tests; assists in evaluating student performance and skill levels;
- Creates bulletin boards, displays, or wall decorations; and assists with cleanup activities.
- Provides tutoring or one-on-one assistance to students in basic educational skills; assists students with word study, spelling, sentence writing, reading, math, science, or other areas; utilizes instructional programs; assists with development of lesson plans.
- Monitors students in cafeteria, auditorium, halls, bus zones, or other common areas; organizes groups of students upon arrival/departure; seats students in appropriate areas; assists in cleaning tables or spills; chaperons students on field trips occurring during the regular school day only.
- Monitors behavior and activities of students.
- Follows established procedures for ensuring students are safe. Performs clerical tasks in support of teaching activities, office operations, and/or other school functions.
- Communicates with supervisor, employees, other departments, school officials, teachers, students, parents, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Attends staff meetings, parent meetings, IEP-Team meetings, or other meetings as required. Follows established procedures for ensuring assigned areas are safe.
- Works collaboratively with supervisor, administrators, employees, students, and other stakeholders.
- Attends work regularly and arrives to work in a timely fashion.
- Maintains confidentiality.



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Physical Requirements: This job will require lifting of objects that exceed 50 lbs., or the average weight of a student, with frequent lifting and/or carrying objects weighing up to 25 lbs. This job will require the physical restraint of students.

Physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Talking
- Hearing
- Seeing

Work Environment: Normal work environment

This job description is not intended to be all inclusive; an employee will also perform other related duties as assigned by administration. MCPS reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.