



## Job Description

**Job Title:** Educational Assistant

**Reports to:** Building Administrator

### Qualifications:

A Highly Qualified Paraprofessional as defined by the state of Tennessee in **ONE** of the following ways **before being hired must have:**

- Completed at least 48 college semester hours- The state equates 48 semester hours (including remedial courses), as the equivalent of two years of college. Developmental courses may count toward the 48 hours. The state **DOES NOT** require the coursework or associate's degree be in any specific subject or field. The nature of the coursework or degree is left to the discretion of the school system. **HOWEVER**, the coursework **MUST** have been obtained from an accredited institution of higher education;
- Obtained an associate's degree or higher; **OR**
- High School Diploma or GED AND Pass the Praxis ParaPro Assessment as the statewide test for paraprofessionals **prior to being hired (\$55 at the applicant's expense)**
- Physical Requirements: The usual and customary methods of performing the job's functions require the following physical demands; occasional lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching and/or crawling, and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing.

### Responsibilities and Essential Functions:

- Arrives and leaves the workplace on time and dresses appropriately for the assigned school setting.
- Types, duplicates and complies instructional materials.
- Distributes and collect papers, workbooks, and other materials for instruction.
- Works with individual students or small groups of students to reinforce learning.
- May administer, score, and record achievement and/or diagnostic tests and data from individual students.
- Assists with the supervision of students during emergency drills, assemblies, field trips, and other school functions.
- Assists with the supervision of students during arrival, dismissal, at buses, on playgrounds, in hallways and in the lunchrooms as assigned by the building administrator.
- Assists in the preparation and assimilation of materials for school displays/public relations.
- Assumes responsibility for knowing and following school safety rules and proper procedures for crisis management.
- Adheres to the requirements of confidentiality regarding student information.
- Models mutual respect and appropriate behavior in interacting with students;
- Performs other duties as assigned by the building administrator.

**FLSA Status:** Non-Exempt

**Terms of Employment:** 190 Day Calendar; Hourly rate to be established by the Board

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.



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*The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*