

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Title I, Educational Assistant

Department: Teachers' Aides

Grade F
H.P.D. 6.5
D.P.Y. 196

Job Description

Date Reviewed: March 2024

Reports To: Principal

Purpose of Job

The purpose of this job is to assist teachers in classroom activities with students. Duties and responsibilities include providing instructional assistance and support services to teachers. Duties also include supporting the academic and behavior needs of students. Reports to the Principal.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

May inventory, maintain, and distribute clerical supplies and tools for instructional assistance.

Prepares materials requested by classroom teachers; may design and bind books; prepares graphs and student name charts for classroom use.

Provides individual instruction to students who need assistance; assists students with group activities and provides small group instruction.

Monitors classwork; assists students with assignments as needed or as directed by teacher.

Monitors hallways and classrooms to decrease student incidents.

Supports social emotional learning by working with students and redirecting behaviors.

Works with students to promote positive behaviors.

May escort students to and from lunch; monitors students in the cafeteria, keeping noise levels reasonable; reports discipline problems to cafeteria monitor and/or teachers; may ensure tables and table areas are kept clean.

May operate the school bookstore, selling supplies.

May assist and monitor students for the safe and orderly daily operations of the school.

May assist with daily attendance and forward to the office.

May assist in checking student work.

May assist teacher in assessment of student performance.

Supervises class in teacher's absence and may substitute for short periods when substitutes are unavailable.

Reads stories aloud to children to enhance their reading skills; may play educational games with children to improve skills.

May provide clerical support such as copying, laminating, filing, delivering messages, setting up and operating technology, and helping in the office.

May supervise students on field trips.

Designs and creates bulletin boards.

May collaborate with teacher concerning daily lesson plan.

May assist in daily cleaning of classroom.

May supervise recess.

May co-teach in classes as needed.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Must meet the highly qualified standards for Paraprofessionals. High School Diploma (or Equivalent) required, completion of two years of study (48 semester hours) at an institution of higher education; or obtained an associate's or higher degree; or passing score of 456 on the ParaPro Assessment.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System, Facilities practices as they pertain to the performance of duties relating to the job. Has general knowledge of the School System, Facilities and Safety practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information

and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 50 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date