

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

**Job Title: Educational Assistant-
Project Search**

Department: Instruction

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

**Job Description
Date Reviewed: July 2021**

**Reports To: Coordinator/Director Of
Special Populations**

****Grant Supported 1 year position for 2021-2022**

Purpose of Job

The purpose of this job is to perform the duties as assigned as an Educational Assistant for the Project Search students at Tennova Hospital. This position will include working with students with disabilities ages 18 – 22 years in a food service setting for onsite job training and social skills. All employees are expected to maintain student confidentiality, as mandated by both State and Federal laws, at all times, as well as adhere to all other local, state and federal regulations.

Essential Duties and Responsibilities

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

Instructional:

Assist with individual student instruction, which may include providing students with visual, auditory, and tactile stimulation throughout the day.

Prepare job-training materials and help modify materials to fit individual needs.

Assist with visual schedules and visual (paper or technology-based) task boards.

Set up and facilitate individual workstations.

Support the student worker to become an independent, competent & confident part of their job training site.

Assist with student training by positively reinforcing successful performance, giving respectful and encouraging coaching as needed.

Assist in promoting student independence and fading the need for job coach support. Maintains regular and consistent attendance and punctuality.

Maintain a neat and clean appearance at Tennova as a model to students.

Follow policies and procedures for operational flow at each station.

Follow established safety standards using safe food handling guidelines.

Follow standards for stocking, rotating and storing products.

Perform as a professional on all levels while on the clock. Participate in the work day with a positive attitude and outlook on the day for overall culture and intern benefit.

Contribute to a positive learning environment for student workers by recognizing triggers in student behavior or student morale and performance while communicating them to the Project Search Instructor.

KNOWLEDGE OF JOB

- Displays considerable knowledge of the policies, procedures, and activities of the school system, as well as state and federal requirements pertaining to the performance of duties.
- Develops and implements long-term goals.
- Stays current on any changes in statutes, policies, procedures, and methods as they pertain to public education.
- Effectively communicates and interacts with supervisors, members of the general public, and other stakeholders involved in the operation of the school system.
- Collects and disseminates information in a concise, clear, and effective manner.
- Exhibits strong organizational, management, interpersonal, and technical skills.
- Uses sound independent judgment and discretion in daily activities.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or Equivalent) required. Knowledge of task analysis and developing visual representations appropriate to the students' cognitive level for task completion.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and / or up to 20 pounds of force frequently, and/or up to 10 pounds of force to constantly to move objects. Must be physically able to operate a variety of office machines and equipment such as computers, printers, typewriters, facsimile machine, binding machine, television and VCR, tape recorders, photocopiers, opaque projectors, laminators, transparency machine, paper cutter, etc. Must be physically able to work, move or carry objects or materials. Essential physical requirements of the job include: **Climbing:** Ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. **Balancing:** Maintaining body

equilibrium to prevent falling when walking, standing or crouching on narrow, slippery surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. **Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. **Kneeling:** Bending legs at knee to come to a rest on knee or knees. **Crouching:** Bending the body downward and forward by bending leg and spine. **Crawling:** Moving about on hands and knees or hands and feet. **Reaching:** Extending hand(s) and arm(s) in any direction. **Standing:** Remaining upright on the feet, particularly for sustained periods of time. **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. **Pulling:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. **Lifting:** Raising objects from a lower to a higher position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles. **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling. **Grasping:** Applying pressure to an object with the fingers and palm. **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job of Educational Assistant- Project Search requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Educational Assistant-Project Search.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight, and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to visually inspect items for proper length, width, and shape visually with office equipment.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using office equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

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