

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

**Job Title: Educational Assistant-Virtual School      Department: School Office**  
**Grant Funded Position**

**Grade    F**  
**H.P.D.    6**  
**D.P.Y.  196**

**Job Description**

**Date Reviewed: July 2021**

**Reports To: Principal**

**Purpose of Job**

The purpose of this job is to assist in coordinating general office procedures while serving as liaison between the Principal, teachers, students, parents and visitors. Duties and responsibilities include answering telephones, providing information to faculty, staff, and general public, reconciling and recording attendance data, processing student information, assisting students, etc.

**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.**

Utilizes Microsoft Word, Excel, Power Point, Web Browsers, (Netscape, Safari, Fire Fox, and Internet Explorer) and e-mail to support instruction, accountability, assessment, and At-Risk/afterschool programs' needs.

Works with analyzing accountability, assessment and afterschool data, creating data charts and reports utilizing EXCEL.

Operates several types of standard office equipment including scanners and iPads. Works with and familiar with both the PC and MAC operating systems.

Assists with registering students; verifies required documents, information needed for entrance, and enters data into computer.

Assists with scheduling virtual classes in PowerSchool.

Assists virtual school guidance counselors.

Assists parents/guardians with the registration process for virtual school.

Maintains accurate student information including, address and phone changes, bus changes,

accident reports; processes students' cumulative and confidential records.

Assists with maintaining student emergency card files.

Assists in coordinating general office procedures; prepares, and files reports and office correspondence for Principal and assistant as needed.

Assists with incentive and awards programs.

Schedules parent/teacher conferences as requested.

Verify student data in PowerSchool including grades and attendance.

Supports attendance administrative assistant when required.

Assists with verifying incoming/outgoing student records for compliance with local requirements.

Assists with distributing achievement testing materials; collects and verifies testing materials for shipment to the State Department of Education.

Assists with collecting and reviewing Survey of Federally connected Students form from each student; processes data of students for whom the school system receives federal funds.

Assists sick children in locating parents or guardians; admits and dismisses students; releases students to parents and guardians, checking identification.

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 directed by the teacher.

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

May assist in make-up exams, supervising oral exams and exam taking; and other duties to support classroom and state testing.

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

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.

May design and create bulletin boards.

May collaborate with teacher concerning daily lesson plans.

May assist with daily lessons.

May supervise the self-administration of student medication.

May assist in daily cleaning of classroom.

### **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.

### **(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-Virtual Assistant. 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-Virtual School.

**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:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to job of Educational Assistant-Virtual Assistant.

**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.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and classroom practices as they pertain to the performance of duties relating to the job of Educational Assistant-Virtual School. Has general knowledge of classroom 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 made written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical 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

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.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**