

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

**Job Title:** Educational Assistant - Teacher Resident

**Department:** Instruction

**Grade** F  
**H.P.D.** 7  
**D.P.Y.** 196

**Job Description**

**Date Reviewed:** September 2022

**Reports To:** Principal

**Purpose of Job**

The purpose of this job is to perform as an Educational Assistant under the direction of a MCL/Primary Mentor with the Teacher Pathway Program in the Clarksville-Montgomery County School System. Duties and responsibilities include assisting regular education teachers with classroom instruction, individualized instruction, checking students' work under the direction of the teacher, sorting, filing and participating in planning and collaborative sessions with the assigned classroom teacher.

**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.**

Must spend one period a day planning with mentor teacher.

Must attend classes after work hours and be in good academic standing with the cooperating college/university.

Assists with classroom instruction and individualized student instruction; prepares instructional materials and helps modify materials to fit individual needs.

May assist students in a learning lab setting.

Assists with inventory of books, computers and supplies. Stores items at the end of the year.

May conduct classes in teacher's absence or in case of emergency.

May supervise students under teacher direction or supervision.

May consult and assist school psychologist, caseworkers, and parents; may prepare Parent/Teacher information booklets and letters to parents.

Escorts students to and from classroom for lunch and various activities, including work programs; assists in field trip.

Assists students with drill and practice, group projects, seat work; may assist with make-up work and workbook assignments as needed.

May perform clerical duties such as entering grades into classroom management program, filing, laminating, checking mail, and running errands, etc.; may update Special Ed records and review for accuracy; may complete and update census reports.

May submit attendance using the classroom management program and prepare absentee report.

May set up individual workstations and assign students to those stations.

May perform various other classroom tasks such as writing notes and reminders to parents, making copies for teachers, and taking notes for teachers regarding students.

May order supplies for classroom projects.

May consult and assist with regular teachers regarding inclusion supports.

Assists with loading/unloading student buses; may assist with securing wheelchairs on buses for fieldtrips.

### **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. Depending on the employee's particular pathway, a bachelor's degree may be a minimum educational requirement. Must meet and sustain the admissions and enrollment requirements of the cooperating college/university.

### **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.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

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

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