CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Educational Assistant-
One-on-One

Department: Instruction

Grade   G
H.P.D.   7.5
D.P.Y.   196

Job Description
Date Reviewed: July 2023

Reports To: Principal/District Section
504 Coordinator

Purpose of Job
The purpose of this job is to perform the duties as assigned as a one-on-one Educational Assistant-Section 504 in the Clarksville-Montgomery County School System, working with students with disabilities ages 3 – 22 years. All employees are expected to maintain student confidentiality, as mandated by both State and Federal law, at all times, as well as adheres 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 classroom instruction and individual student instruction, which may include providing students with visual, auditory, and tactile stimulation throughout the day
- Prepare instructional materials and help modify materials to fit individual needs
- Assist with drill and practice, group projects, seat work
- Set up and facilitate individual workstations
- Consult and assist with regular education teachers to support students in an inclusive setting

Activities of Daily Living:
- Escort students to and from classroom for lunch and various activities
- Assist in field trips and community outings
- Assist with lifting, transferring and positioning students as instructed by the classroom teacher and/or therapists
- Assist with meals, including delivering food and dishes to or from cafeteria for breakfast and lunch

Behavioral:
- Implement behavioral strategies under the supervision of the teacher that address a wide variety of behaviors that may include physical/verbal aggression and/or non-compliance
- Participate in the collection of behavioral data as required by the classroom teacher
- Provide consistent supervision

Other:

- May perform clerical duties such as filing if time permits. The top priority for the role of a One to One Educational Assistant is to work directly with student(s). A student should never be left without service for an EA to perform clerical duties. In addition, staffing is based on student service needs, so such duties would be incidental in nature and not planned in a schedule.
- Complete training on necessary job specific skills such as identification and management of seizures, CPR, Restraint Training, etc. as dictated by the needs of students and/or classroom
- Maintain classroom routines while classroom teacher performs other educational duties
- May serve as a float 1:1 if the assigned 1:1 student moves or no longer requires 1:1 assistance
- The 1:1 EA must notify the District 504 Coordinator if the assigned 1:1 student leaves CMCSS

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. Additional Human Resources testing may be required. Additional Human Resources testing may be required.

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