

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

**Job Title:** Title Educational Assistant (Behavior Support)**Department:** Teachers' Aides

**Grade**      F  
**H.P.D.**     7.5  
**D.P.Y.**     196

**Job Description****Date Reviewed:** March 2024**Reports To:** Principal**Purpose of Job**

The purpose of this job is to support the academic and behavior needs of students in collaboration with the classroom teacher and school administrators. The educational assistant's work will focus on behavior interventions, rewards, and tracking data. The educational assistant will work directly with students in order to promote positive behaviors that contribute to a successful learning environment and improved student achievement. 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.**

Work with students on a daily basis to maintain a positive learning environment.

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

Participate yearly in crisis intervention and restraint training.

When required, provide appropriate and approved intervention for students demonstrating unsafe behaviors.

Assist with morning and afternoon bus duty.

Serve as check-in/check-out liaison for students.

Monitor hallways and classrooms continuously to decrease student incidents.

Monitor and support behavior intervention plans to ensure accommodations are implemented with fidelity.

Track student behavior data to identify trends and make recommendations to teachers and administrators.

Supervise and assist students in any school setting environment necessary to meet their needs.

Provide input on student ratings and student individualized behavior plans.

Work with individual students and groups of students promoting positive behaviors.

Assist guidance counselors with student behaviors.

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

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 assist in checking student work.

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 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.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

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**Date**

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**Date**