LAKELAND SCHOOL SYSTEM
Learn. Grow. Lead.

Job Description

Job Title: Educational Assistant

Exemption Status: FLSA/Non-exempt

Reports to: Principal

Date Approved: November 7, 2022

Dept./School: Assigned Campus

Primary Purpose:

This position assists students and teachers to help meet stated educational goals.

Minimum Training and Qualifications:

Highly Qualified Status

The ESSA guidelines require that paraprofessionals (educational assistants) who provide instructional services must have fulfilled one of the following to meet the highly qualified requirements

a. Obtained an associate's or higher degree; or
b. Completed two years of study at an institution of higher education; or
c. Passed a test that demonstrates knowledge of and the ability to assist in the instruction of reading, writing, and mathematics

Strong verbal, presentation and interpersonal skills

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

Performance Responsibilities:

1. Assist students, teachers, and others as directed
2. Assists students during lunch in the cafeteria setting.
3. Administers, scores, and records such achievements and diagnostic tests as recommended by the teacher.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Assists with the supervision of students during emergency drills, assemblies, play periods and field trips.
7. Checks notebooks, corrects papers, and supervises testing and makeup work as assigned.
8. Works with individual students or small groups of students to reinforce learning of material or skills.
9. Knows and follows all safety rules and procedures associated with the responsibilities of the position.
10. Establishes and maintains satisfactory, respectful working relationships within the school environment.

11. Ability to lift and carry up to 50 pounds.
12. Ability to move around well enough to perform the duties of the position safely.
13. Complies with federal, state and local statutes and regulations, as well as school board policies and administrative regulations.
14. Performs other duties as assigned by the supervising teacher and/or school principal.

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Regular lifting and carrying (up to 50 pounds)

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The **Educational Assistant** maintains a thirty five (**35**)-hour work week. This is a ten (**10**) month position with work hours and salary determined by the Board. Performance of this job will be evaluated according to procedures established by the Human Resources Department.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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