TITLE: Educational Assistant - RTI (Elementary School)
(Position will be revisited each year due to funding is through Title I)

QUALIFICATIONS:

- Two years of college or a passing score on the ParaProfessional test.
- Experience in the area assigned is preferred but not required.
- Must be at least 21 years of age or older.

JOB GOAL: The goal of the Educational Assistant/RTI is to type, duplicate, and assemble student materials, assist in instructional activities, perform general clerical activities, monitor students during teacher breaks and lunch period, and act as a support and assistant to the RTI teacher.

ESSENTIAL FUNCTIONS OR DUTIES

- To assist the teacher in following locally adapted curriculum guides for the area(s) taught as led by the teacher.
- To assist in accommodating varied learning styles and development levels within the RTI classroom.
- To consistently implement intervention programs and strategies to target academic deficits.
- To assist with managing behavior in ways that maximize learning and build good self-esteem.
- To assist, teach, assess, adjust, re-teach, reassess, and document student achievement.
- To assist with maintaining accurate and current student records, including but not limited to ongoing documentation of progress and cumulative records.
- To attend required meetings and accurately complete required reports in a timely manner.
- To comply with applicable local, state, and federal policies and procedures.
- To perform other duties as requested by the teacher, principal, or Director of Schools.
- On-site attendance is an essential requirement for this job.

PHYSICAL DEMANDS:

This job may require lifting objects that exceed 20 pounds, with frequent lifting and/or carrying objects weighing up to 10 pounds.
Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Stooping and/or kneeling

- Reaching
- Talking
- Hearing
- Seeing

CAPACITY AND ABILITY REQUIREMENTS:

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal*: Ability to understand the meanings of words and the ideas associated with them.
- *Numerical*: Ability to perform arithmetic operations quickly and accurately.
- *Manual dexterity*: Ability to move the hands and fingers easily.

REPORTS TO: Principal
FLSA: Non-Exempt
TERM: 200 Days
SALARY: S2

GENERAL REQUIREMENTS
The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.