



**Title:** Educational Aide

**Supervisor:** Director

Perform a variety of clerical duties in support of classroom activities, such as preparing, typing, copying and filing instructional materials. Grade student tests and assignments, recording of grades and attendance, lunch reports and maintaining student records and files as assigned.

**Responsibilities:**

- Provides support to the teacher to ensure a safe and stimulating educational environment.
- Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher.
- Assists the teacher in preparing lesson outlines, plans, and curricula in assigned areas.
- Plans, prepares, and develops various teaching aids for use in classroom, including activity sheets, drawings, and similar handouts.
- Presents subject matter to children or adults, under the guidance of a teacher, utilizing a variety of methods including stories, discussions, and role playing.
- Leads classroom activities; may confer with parents on children's progress in the absence of the teacher.
- Assists children or adults, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.

**Qualifications:**

- High school diploma or GED; at least 1 year of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to understand and follow specific instructions and procedures.
- Ability to provide activities for children that encourage healthy growth.
- Child supervision skills.
- Ability to provide a supportive and caring environment for children.
- Skill in preparing instructional aids and plans.

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District. Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief and practice of ethical principles and democratic values.