

Coburg Community Charter Job Description

TITLE: Educational Assistant, Level 1

REPORTS TO: Principal

PURPOSE STATEMENT:

To improve student achievement by providing instructional and non-instructional support to students under the supervision and guidance of a licensed teacher and/or school administrator; may function in an instructional setting separate from the teacher, exercising a considerable degree of skill with supervision within the framework of a teacher-planned and evaluated program; assists in providing a safe, healthy environment for students; and performing a variety of general clerical duties.

WORK CALENDAR: Nine-Months (School Year)

OUR MISSION:

Our mission at Coburg Community Charter School is to create a partnership between parents, teachers, and our community members. Our focus is to provide excellence in an environment that encourages strong positive character, leadership skills, academics, and community involvement. Our “roots and wings” philosophy fosters students’ identity and belonging while preparing them to become productive members of society. Our commitment is to provide a unique program that lays a solid foundation upon which our children’s intelligence, creativity, social and environmental awareness can flourish. These solid roots will enable our students to soar into a bright future.

QUALIFICATIONS:

- A minimum of a high school diploma or equivalent
- Pass a criminal history clearance
- Willing to learn and implement new programs
- Positive attitude
- Excellent communication, organizational and management skills
- Ability to work well with children and teachers
- Comprehend and follow written and oral instructions and complete work within established timelines
- Basic technology skills
- Communicate with appropriate student age group requiring both empathetic and

disciplinarian approaches

- Flexible and works well with others

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Assist teachers in the social and educational development of the students
- Implement CCCS mandated intervention programs under teacher guidance. This includes but is not limited to the following: assessing, placement, preparing materials, teaching and monitoring the progress of students
- Assist with test proctoring
- Provide teachers data to document student progress
- Understand and maintain CCCS guidelines regarding safety and confidentiality
- Provide students a safe and secure environment at all times. This may include playground supervision, car line duty, cafeteria duty and small group management, including study hall, and other duties as covered under the playground monitor job description.
- Clerical support, including data entry, and simple maintenance and operation of school equipment and supplies
- Maintain a confidential, non-preferential, non-judgmental manner towards the students, staff and program
- Work with a variety of students and demonstrate a willingness to gain the information and training necessary to work effectively
- Employ good judgment in a variety of situations, including emergencies
- Develop and maintain effective working relationships with supervisor, staff and general public
- Prepares instructional materials related to area of assignment
- Supervising students on the playground, in the cafeteria, Library, and at car line
- Take first aid or CPR certification
- All other duties as requested

This job description is not intended to be and should not be construed as an inclusive list of all of the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department.

WORKPLACE EXPECTATIONS:

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress

in a neat, clean and appropriate manner for the assignment and work setting

- Have regular and punctual attendance
- Communicate regularly with immediate supervisor and work under direction of licensed staff
- Maintain the integrity of confidential information relating to a student, family, colleague or district patron
- Follow all state and federal laws , CCCS policies, work procedures and reasonable requests by proper authority
- Follow Complaint policy when resolving issues that may arise
- In addition to any state or district evaluation requirements, all employees will be evaluated annually using our 4-Core rubric covering leadership skills, positive character, academics, and community involvement

ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

Physical Activities and Requirements, Visual Acuity, and Working Conditions of this Position

R – Rarely (Less than 6% of workday)

O – Occasionally (6% – 31% of workday)

NA – Not Applicable

F – Frequently (31% – 69% of workday)

C – Continually (69% – 100% of workday)

Physical Activities:	N A	R	O	F	C
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.			X		
Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.			X		
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.				X	
Kneeling: Bending legs at knee to come to a rest on knee or knee(s).			X		
Crouching: Bending the body downward and forward by bending leg and			X		

spine.					
Crawling: Moving about on hands and knees or hands and feet.	X				
Twisting: Moving body from the waist using a turning motion.			X		
Reaching: Extending hand(s) and arm(s) in any direction.				X	
Sitting: Resting with the body supported by the buttocks or thighs.		X			
Standing: Remaining upright on feet, particularly for sustained periods of time.					X
Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.					X
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. Maximum weight: 40 lbs.			X		
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. Maximum weight: 40 lbs.			X		
Lifting: Raising objects from a lower to higher position or moving objects horizontally from position-to-position requiring use of the upper extremities and back muscles. Maximum weight: 40 lbs.			X		
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.			X		
Grasping: Applying pressure to an object with the fingers and palm.			X		
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.			X		
Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.					X
Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine					X

discriminations in sound.					
Repetitive Motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.			x		

CCCS believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but does not limit the incumbent or the organization to only the work identified. It is our expectation that each employee will offer his/her services whenever and wherever necessary to ensure the success of our endeavors.

EMPLOYEE STATEMENT

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district regarding the requested accommodation(s).

Employee Name (Print)

Date

Employee Signature

Date

Coburg Community Charter School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA).

Last Revised: 06/04/2019