

***Youngstown Community School
Educational Assistant Job Description***

Salary

Commensurate with experience; medical, dental and vision benefits; 3 personal days and 15 sick days. This position is 8 hours per day and 194 days per year.

Qualifications

1. High School Diploma.
2. Educational Aide Permit.
3. Working knowledge of various computer applications.
4. Ability to communicate effectively and courteously with students, families and colleagues.
5. Possess high moral character.
6. Maintain an excellent attendance record.
7. Ability to operate basic teacher equipment and copiers.

Job Goal

To assist in the welfare & development of the school's students. Assist teacher in classroom instruction and management under direction of classroom teacher. Applicant must be willing to become familiar with current policies & procedures.

Job Responsibilities

1. Support the implementation and maintenance of the approved course of study.
2. Collect and organize materials for student learning experiences and activities.
3. Assist in the implementation of school policies and procedures under the direction of classroom teacher
4. Assist in the implementation of the school's positive behavior system under the direction of the classroom teacher
5. Support classroom teacher to maintain an attractive classroom conducive to learning experiences
6. Support classroom teacher to create a positive, structured learning environment to ensure students observe the school's values program, high expectations, and strict code of conduct
7. Assist classroom teacher in maintaining appropriate classroom discipline and order.
8. Arrive on time in accordance with established policies.
9. Commit to continual professional growth.
10. Attend building staff meetings and participate in building level or system-wide in-service education meetings.
11. Perform other duties assigned by Director and/or Principal.
12. May assist in the supervision of breakfast and lunch periods.

Reports to

Director

Evaluation

Performance of this job will be evaluated by the Director or Principal on an annual basis.

I have read and understand the responsibilities and qualifications of this job.

Employee Signature

Date

Printed Name

Supervisor Signature

Date

Printed Name