



Job Description

Job Title: Classroom Educational Assistant
Salary Range: \$14.65-\$17.50/hour
*30 – 40 hours per week - Benefits offered include medical, dental, vision, life insurance, voluntary short-term disability, CO Pera Retirement, Jeffco Empower Retirement, Paid Time Off and a Family Wellness Benefit
*20 – 29 hours per week – Benefits offered include dental, vision, life insurance, CO Pera Retirement, Jeffco Empower Retirement, Paid Time Off and a Family Wellness Benefit
*Less than 20 hours per week – Benefits offered include CO Pera Retirement, Jeffco Empower Retirement, Paid Time Off and a Family Wellness Benefit
FLSA Status: Non-exempt
Work Year: 180 days
Location: Elementary Campus
Reports to: Elementary Principal
Date Prepared: 3/30/2022

Summary

Assist teacher and students in the classroom. Perform light clerical work. Monitor playground and assist with field trips as needed.

Essential Duties and Responsibilities

- Work with small groups of students to reinforce literacy and math instruction.
- Grade non-subjective papers.
- Perform clerical duties such as entering grades/scores, typing and filing.
- Monitor student behavior in the classroom and other areas of the school.
- Monitor student behavior on the playground and in the cafeteria during lunch and recess.
- Provide active playground supervision.
- Administer or assist with testing.
- Prepare instructional artwork, such as posters, bulletin boards, displays, charts, and visual aids.
- Plan, coordinate, and assist with field trips.
- Provide coverage for other assistants when feasible.
- Attend monthly EA meetings.
- Substitute, if certified, for the class to which assigned.
- Perform other duties as assigned.

Education and Experience

High School Diploma or GED. Previous experience in a school setting is preferred.

Certificates, Licenses, Registrations

Substitute Teaching License is preferred.

Skills, Knowledge, and Equipment

Requires basic language, math, and writing skills. Knowledge of general office equipment and computers is preferred. This position requires cross training in office equipment, including use of computers; communication skills, the ability to work with groups of students, and the ability to work independently.

Decision Making

Work is assigned by the classroom teacher. This position requires the ability to make decisions and follow instructions of the classroom teacher and school policies and procedures. Errors in decision making could lead to incorrect grades on papers, improper

instructions for students, or improper behavior management of students. Decision making requires collaboration with the teaching staff. Work is guided by school policies and procedures.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms, and talk and hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment described here represents what an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand and agree to perform the duties listed above.

Signature: _____ Date: _____

Printed Name: _____