

Job Description
Education Assistant
Code Number: 12012

GENERAL PURPOSE

Under general supervision, assists Education Specialist in the scheduling, instruction, supervision, and training of individual groups of Pre K-12 students; performs a wide variety of routine to moderately difficult clerical support functions, including data entry and records management duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Education Assistant performs a variety of related duties in the maintenance of an effective learning environment that aligns with the framework of standard policies and procedures. An Education Assistant also performs a range of office clerical duties of varying levels of difficulty, requiring a general knowledge of departmental procedures and practices. Work assigned to an Education Assistant requires knowledge of the functions applicable to an area of assignment and the ability to solve problems of average complexity. This job requires a high degree of positive contact and interaction with both Pre K-12 students and instructional staff.

An Education Assistant is distinguished from an Education Specialist in that incumbents in the latter class perform more difficult and responsible program administration and coordination, with a greater degree of independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Assists in classroom presentations, community events, and district-wide tours at all facilities by preparing materials and completing clean-up after each event; assists in coordinating set up of displays and exhibits for community events by gathering materials and supplies for transport; assists in coordination of annual events such as the Theater Assembly Program, Student Art Program, and Solar Cup event by preparing materials for mailing. May act as mascot by wearing designated costume, such as Dewie the Dragon character, and performing at presentations and community events.

Assists Education Specialist with supervising Pre K-12 students in classroom and tour activities by advising of possible student misbehavior and referring student to teacher or Education Specialist.

Assists Education Specialist with individual and group instruction of Pre K-12 grade students in various water-related subjects for remediation and enrichment by setting up materials and activities and providing clean-up.

Schedules tours and other program activities on the Education Specialists calendar.

Assembles materials for classroom/instructional use and provides teachers with education program follow-up information by preparing labels and organizing materials for mailings at the direction of the Education Specialist.

Assists with upkeep of Wetlands Education Facility (WEF) by completing necessary housekeeping duties.

Assists Education Specialist with monitoring and maintaining inventories of education materials, checks out education videos to schools, completes follow-up notices for overdue materials, follows up to ensure education materials are returned.

Operates a two-way radio to relay information to/from treatment plant crews; operates a variety of standard office equipment; miscellaneous clerical tasks.

Provides clerical support functions such as prepares outgoing mail for pickup; retrieves, delivers and sends faxes; answers, screens and refers telephone calls; takes telephone messages; mails requested materials and documents.

Copies, compiles and distributes documents and materials; organizes and pulls files upon request; makes new file folders; retrieves, duplicates and distributes copies of files; creates and maintains files; maintains up-to-date education database information.

Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Basic techniques and methods of effective instruction and interaction with Pre K-12 students; basic methods and techniques used in tutoring and ways to work effectively with children; appropriate English usage, grammar, vocabulary, spelling, and punctuation; effective child guidance practices and principles; appropriate knowledge of pertinent academic areas and learning situations; effective recordkeeping methods and techniques; standard first aid for minor injuries; office administration practices and procedures.

Ability to:

Operate a computer and other standard office equipment, including demonstrating proficiency in Microsoft Outlook; type accurately; organize, set priorities and exercise sound independent judgment within areas of responsibility; organize and maintain office files; communicate clearly and effectively orally and in writing; understand and follow written and oral instructions; prepare clear, accurate and concise records; use tact, discretion and courtesy in dealing with teachers, parents, students, board members, and customers; establish and maintain effective working relationships with teachers, parents, students, board members, and customers; wear mascot costume and perform at presentations and/or community events for extended periods of time.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; one year of hands-on experience working in the

classroom, or similar organized setting with children ages three and up; and one year of office administrative or secretarial experience; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to work in noisy classroom, tour bus, or foot tour, sometimes during inclement weather conditions, with large groups of Pre K-12 students, ride, sit, walk and stand; talk, crouch, crawl, or hear, in person and by telephone; ability to withstand unpleasant odors for extended periods of time; ability to wear a mascot costume for extended periods of time; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Employees are frequently required to walk and stand; stoop, bend, kneel and twist. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data and information; analyze and solve routine problems; observe and interpret situations; perform basic arithmetic calculations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines; and interact with District managers, employees, Pre K-12 students, teachers, school administrators, community groups, customers, board members, the public, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. The employee works regularly in school classrooms where conditions are noisy and hectic. Some assignments are performed under typical office conditions, and the noise level is usually quiet.

FLSA DETERMINATION: Non-exempt