LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION

EDUCATIONAL ASSISTANT

Definition

Under direction of classroom teacher or program director, and the supervision of a school principal, provides instructional and paraprofessional support for students including intensified learning experiences, and performs related duties as required.

Typical Tasks

- Assists in providing intensified learning experiences for individual students in identified academic areas.
- Performs support to teachers and program coordinators with the presentation of learning materials through tutoring individual or small groups of students.
- May participate in student progress meetings.
- Attends in-service training as directed.
- Supervises students on school grounds; field trips; visits to library or computer lab, etc.
- Supervises and maintains appropriate discipline in classroom, on school site, and study trip activities.
- Maintains a variety of reports and records related to student achievement.
- May communicate with students in a language other than English to help clarify instruction, understand content, and/or answer questions.

Minimum Qualifications

Education: Completion of high school or General Education Diploma (GED); Possession of an Associate of Arts Degree or two years of study at an institution of higher education, other evidence of equivalent training/education, or pass an assessment test that demonstrates knowledge of and the ability to assist in teaching, reading, writing and mathematics or reading, writing and mathematics readiness.

Experience: Volunteer or paid experience working with children is preferred.

Ability to: Perform routine clerical work that supports instructional activities such as: record keeping and the preparation of instructional materials; learn and operate teaching aids and machines; demonstrate an understanding, patient, warm, and receptive attitude toward students; maintain a vigorous work schedule that may require continuous physical activity; participate in student activities, including physical education; effectively communicate and understand, both in oral and written form; establish and maintain cooperative and effective working relationships with students, staff and parents; and understand, support, and protect confidential information on all students.

Working Conditions

While performing the duties of this position, employees are regularly required to stand, talk, listen, watch, sit, reach, bend and walk. The noise level of this job is generally moderate. Employees may be exposed to childhood diseases, adverse climatic conditions and anti-social behavior.

Language Requirement

Some positions (English + assignments) require the ability to communicate in Spanish*, translating both written and verbal information from Spanish to English or English to Spanish.

*or other designated language

Range 17
Work Schedule: 2

Reviewed and Board Approval: October 2003
Personnel Commission: April 2004/May 2004

Reviewed by the Personnel Commission: February 2007