

I. INTRODUCTION

Job Title: Educational Assistant III
Bargaining Unit: 03
Salary Range: SR12
Contract Type: 10-month
FTE: 1.00
Reports to: Principal

Summary:

The Educational Assistant position is located at Kamaile Academy Public Conversion Charter School, reports to the School Principal and/or designee. The position is classified as a 10-month, 1.00 full-time equivalency. The purpose of the Educational Assistant is to provide various academic instruction related support activities. This specific EA position is for the Kamaile Pre-Kindergarten Program.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Instruction Related Tasks

1. Provide reinforcement lessons and repetitive drill activities for the concept/process/skills being addressed.
2. Assist students with drill/practice activities and provide additional activities as needed by the students. Provide appropriate correction and/or clarification.
3. Supervise independent study activities or small groups, as planned and prescribed by the teacher/educational professional, by providing task instruction, feedback to questions and answers and follow-up assignments.
4. Conduct initial correction of students' written assignments for subsequent grading by teacher/educational professional and to insure timely feedback to students.
5. Report observations on student progress, learning behavior, instructional needs, etc. to teacher/educational professional. Make recommendations as to follow-up activities.
6. Conduct other direct instructional activities as planned and prescribed by the teacher/educational professional.
7. Administer group/individual assessment instruments and gives make-up tests. Correct using answer keys provided by the teacher/educational professional.
8. Locate and/or prepare instructional materials and resources requested by teachers/educational professionals to support instructional objectives.
9. Gather, record and maintain pertinent data on students as required by the teacher/educational professional.

B. Student Supervision/Classroom Management

1. Supervise before, during, and after class activities including tutoring sessions, examinations, enrichment activities, detention, independent study, and classroom management.
2. Supervise students during excursions, field trips, assemblies, fire drills and other school activities.

3. Manage student behavior by explaining school rules, encouraging students to conform to appropriate behavior, mediating arguments and classroom situations, etc.

C. Clerical Support Tasks

1. Type memorandum, correspondence, reports, lessons, quizzes, student records and forms, lists, purchase orders, requests for repairs or maintenance, office supplies, etc.
2. Maintain a variety of files, records, logs, etc.
3. Prepare and maintain student records, forms, program cards, folders, transcripts, test scores, etc.
4. Compile numerical or statistical data for tables, charts, etc.. Complete totals and other summaries.
5. Prepare simple reports as directed. Duplicate a variety of materials using an automatic copier or duplicating machine; sort into various groupings or sequences, or as directed.
6. Contact parents as directed by the teacher/educational professional to provide or obtain information.

D. Ancillary Duties

1. Assist teacher/educational professional with the logistics of field trips/student activities, etc.
2. Operate a variety of equipment/instruments common to the program area assigned.
3. Participate in parent-teacher/educational professional conferences by providing input on student performance, progress, behavior, etc. as observed during school activities.
4. Maintain inventory of instructional resources and materials appropriate to the program area.
5. Participate in meetings, workshops, and other training activities to keep abreast of current methods and techniques relating to the duties and responsibilities assigned to this position.
6. Create and maintain bulletin boards. Create other classroom displays and materials (i.e., visual aids, posters, charts, etc.).
7. Performs other related duties as assigned.

III. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Position is under the general supervision of the classroom teacher.

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided.
The teacher provides technical directions as to the instruction related activities to be carried out.
2. Assistance Provided.
The teacher is available for guidance on difficulties that arise from work in progress, but the incumbent is expected to independently

exercise judgment and discretion in applying accepted methods and techniques to accomplish the objectives of the activities.

3. Review of Work.

The supervisor periodically checks all work in progress to ensure that assigned work is satisfactorily performed and that the correct methods and procedures are being followed.

IV. EDUCATION, EXPERIENCE, SKILLS AND ABILITIES

- A. Qualifications:** Knowledge of instruction and testing related methods and techniques; common academic, social, behavioral and development problems of students; awareness of educational program goals, functions and activities; standard English language communication skills in order to speak, read and write effectively; and basic arithmetic.
- B. Abilities:** Ability to conduct and monitor specific instruction-related, and testing routines; maintain computer and paper files; learn to use and assist others in using computer equipment, programs, and computer/paper files; write simple narrative reports; lead small group discussions; and develop rapport and maintain effective relationships with students and others.

V. MINIMUM REQUIREMENTS

Applicants must possess one of the following:

- A.** Forty-eight semester credits of 100 or higher level courses from a regionally accredited institution of higher education recognized by the Hawaii Department of Education. The 48 credits may be from various program or academic subject areas. In addition, 6 of the 48 credits must have been for math and English courses at the 100 level or higher or;
- B.** An Associate in Arts (AA) or Science (AS) degree from a regionally accredited institution recognized by the Hawaii Department of Education. The credits earned for the degree must have been for courses that are 100 level or higher or;
- C.** A certificate with a minimum score of 459 on the ParaPro Assessment provided by the Educational Testing Service.