

Educational Assistant Job Description

Hours per Day: 8

Hours per Week: 40

Contract Days per Year: 205

Normal Work Hours: Monday – Friday 8am to 5pm

This position is paid off of the Educational Assistant Salary Schedule

Minimum Qualifications:

- High school diploma or equivalent
- Must hold or be able to obtain, a New Mexico PED Level 3 Educational Assistant License
- Must hold or be able to obtain a Substitute License

Job responsibilities include:

- Work with teachers and students to support student success in the regular or special education classrooms;
- Serve as a role model and learner in the classroom;
- Assist in one-on-one and small group activities;
- Collaborate with teachers and support students in accessing the curriculum;
- Attend Special Education Team meetings;
- Plan with teachers to support curriculum accommodations;
- Support tutorials for students when needed;
- Assist teacher and ancillary staff in implementing goals and objectives for each student;
- Assist in management/re-direction of students who may be disruptive or combative;
- Assist with supervision of students in the, cafeteria, restrooms, and hallways;
- Participate in staff meetings, in-service training and, other school activities;
- Perform clerical duties for teachers;
- Perform substitute duties as assigned;
- Perform other duties as assigned