



IMMANUEL JOB DESCRIPTION: EDUCATIONAL ASSISTANT

Title: Educational Assistant

Reports to: Lead Teacher

Wage: \$13.00/hr, Paid Bi-Monthly

Hours: 8:00am–3:10pm Monday-Friday

During academic school year

Dress: Professional

Characteristics:

- A WELS member faithful in church attendance
- Inspires, manages and motivates students
- Punctual and dependable
- Organized
- Displays ability to empathize and accurately read students
- Recognizes professional boundaries
- Attends to details
- Remains focused and is able to prioritize in the face of adversity
- Has the maturity and humility to listen carefully to and learn from others
- Has sincere respect for families and students
- Is fundamentally energetic, optimistic, and honest
- Communicates school vision, passion, and caring for students and adults
- Has high expectations for own achievement and that of all students, parents, and teachers
- Takes initiative to diagnose and solve problems proactively
- Constantly seeks new information and applies it appropriately to the situation
- Effective oral and written communicator
- Always seeks a better way to improve self
- Has a deep, commitment to school mission and vision
- Need firmness and follow-through to work with misbehavior

Classroom Responsibilities:

- Communicating daily with lead teacher(s)
- Work 1 on 1 with students' corrections
- Follow-up instruction during study times
- Re-teaching individuals or small groups
- Monitor room if teacher is working with individuals
- Listen to memory work
- Correcting
- Recess supervision
- Prep for classes such as Art, Phy Ed, and Science
- Help monitor Art, Phy Ed, Science experiments, etc.
- Intervene if discipline is necessary and refer to teacher
- Be able to manage class if necessary

General Guidelines:

1. Be proactive and positive in moving through classroom to compliment, refocus and assist students.
2. Teacher is responsible for establishing and maintaining academic and social expectations in the classroom. EA's role is to assist in maintaining those expectations.
3. Teacher is responsible for parental contact in terms of academic progress and behavior. EA's should consult with teacher before contacting parents.