

Stow-Munroe Falls City School Dis
EDUCATIONAL ASSISTANT, 7 hours per day, 9 months per year (1434)

JOB POSTING

Job Details

Title

EDUCATIONAL ASSISTANT, 7 hours per day, 9 months per year

Posting ID

1434

Description

Due to employee retirement.

Reports to: Principal

Job Objective: Performs a variety of general office duties.

Minimum · High school diploma or GED.

Qualifications: · Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).

- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Valid state department of education permit may be required.
- Basic typing skills. Word processing and software knowledge is desirable.
- Accounting skills and the ability to apply basic mathematical concepts.
- Self-directed, congenial disposition, and strong diplomacy skills.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.

Essential

GENERAL RESPONSIBILITIES:

Functions: · Checks for assignments. Carefully follows directions. Seeks advice when expectations are unclear.

- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers district policy/procedure questions to administrators.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Learns to operate all office equipment. Provides back-up support for other office staff during breaks, interruptions, and absences as directed.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

OFFICE DUTIES:

- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
- Prepares routine school documents as directed. Duplicates and collates materials.
- Helps maintain an orderly office. Keeps materials properly filed.
- Prepares displays and bulletin boards as directed.
- Processes incoming, outgoing, interoffice mail and faxes. Helps prepare special mailings.
- Receives deliveries. Notifies recipients about the arrival of packages.
- Stores and inventories office supplies as directed.

- Receives, sorts, and counts money sent to the office as directed. Prepares and records receipts.
- Processes students arriving late to school. Collects class attendance forms. Distributes absentee list. Prepares attendance records as directed.
- Assists student helpers in the performance of their duties.
- Monitors students sent to the office for illness or discipline reasons.
- Renders basic first aid and administers student medications when a school nurse is not available.
- Locates students as requested. Processes homework requests for absent students.

RECESS DUTIES:

- Recognizes that students need opportunities to quietly pursue personal interests. Communicates playground and indoor recess rules. Emphasizes fair play and courtesy. Helps mediate disputes.
- Patrols the recreation area to maintain visibility and student contact.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.

EDUCATIONAL ASSISTANT/MONITOR

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- Encourages social interactions among students. Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Directs visitors to the office.
- Monitors and initiates action to protect students during adverse weather conditions.
- Stores equipment and helps keep the recreation area orderly.
- Promotes the proper use, care, and security of school property. Reports vandalism, graffiti, equipment malfunctions, and other related concerns.
- Reports unsafe conditions to the principal and/or appropriate staff (e.g., broken equipment, hazardous tree limbs, damaged pavement, standing water, ice, etc.).
- Documents all injuries that require medical attention.

COPY SERVICES:

- Provides copying (imaging) and laminating services. Processes job requests. Scans documents for mistakes. Monitors the equipment. Replaces ink/toner. Checks finished copies for printing errors.
- Controls costs and reduces waste through careful use of supplies.
- Documents completed projects as directed (e.g., order number, date, quantity, etc.).
- Duplicates, assembles, and processes routine and special mailings.
- Maintains forms related to administrative procedures and program functions.
- Delivers finished copies to staff as directed.

Abilities The following personal characteristics and skills are important for the successful performance

Required: of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with limited supervision. Strives to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working To promote safety, employees are expected to exercise caution and comply with safety regulations
Conditions: and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.
- Working in proximity to moving mechanical parts.

Performance Job performance is evaluated according to policy provisions and contractual agreements adopted
Evaluation: by the Stow-Munroe Falls City School District Board of Education.

The Stow-Munroe Falls City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

Shift Type
Salary Range
Location

Full-Time
\$16.89 / Per Hour
HIGHLAND ELEMENTARY

Applications Accepted

Start Date **08/21/2024**
End Date **08/25/2024**