

# **RED RIVER VALLEY CHARTER SCHOOL EDUCATIONAL ASSISTANT JOB DESCRIPTION**

**Description:** The Educational Assistant provides on-going assistance to classroom teachers.

Hours of employment are from 8:00 a.m. to 4:00 p.m. The educational assistant is expected to be prompt and arrive on campus on time.

**Minimum Qualifications:**

- Successful completion of 50+ hours toward an Associate's degree.
- New Mexico Public Education Educational Assistant License
- NM Educational Assistant License must be current before the teacher start date of the contract year; an expired license will not secure a position for the contracted year

**Responsibilities:**

**To assist with the establishment and maintenance for a safe and healthy environment**

1. Assists with maintaining a safe environment
2. Assists with providing supervision in the cafeteria (as assigned) and on the playground during recess
3. Maintains a safe environment; the use of cell phones while on duty is prohibited except in case of emergency. If a call/text must be made, the educational assistant on duty should seek out another employee to supervise the students while the call/text is made
4. Remain with students assigned to you during class and during other activities  
Request coverage if the need to leave the class or your duty post arises
5. Supervises various student activities as requested by the School Administrator

**To assist with the advancing academic achievement and meet student learning needs**

1. Assists classroom teachers in the support of learning goals and objectives of the classroom (as assigned by the teacher or the school administrator)
2. Assists classroom teachers by providing small group, and individual instruction; as well as, student guided learning and practice
3. Follows teacher/school administrator directions and instructions for implementation of learning activities utilizing a variety of teaching methods
4. Uses and promotes positive discipline techniques following the Love & Logic concepts and the school wide discipline policies and procedures
5. Establishes routines that promote age appropriate interactions during classroom/breakfast/lunch/recess and transitions of assigned duties
6. Communicates with students at their developmental level in a kind, calm, and non-condescending tone
7. Encourages students to be independent within their current developmental abilities

**To assist with ensuring positive and productive relationships with families and communities**

1. Assists/Attends/Participates in parent/community activities that promote our school

**To provide intervention for students not performing at grade level**

1. Assists with the implements of intervention (MLSS) strategies and instruction as requested by classroom teacher and/or the school administrator

**To maintain a commitment to professionalism**

1. Promotes RRVCS's mission, philosophy, and educational objectives
2. Supports RRVCS's code of ethical conduct
3. Maintains confidentiality regarding students, families, staff issues, and other school related situations
4. Utilizes the chain of command when addressing student/staff issue
5. Supports the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement
6. Is bound to the policies in the RRVCS Employee Handbook