

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

November 2008

SECTION I: GENERAL INFORMATION

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| Position Title: Educational Assistant – Supervisory (Class I) | Department: Instructional |
| Immediate Supervisor's Position Title: Principal | FLSA Status: Non-Exempt |
| Band/Grade/Subgrade: A-1-2 | Bargaining Unit: Educational Assistants Local #6030 |
| Job Summary: Under the direction of the Building Principal and guidance of licensed personnel, the Supervisory Educational Assistant is responsible for performing a variety of duties associated with the supervision of students of varying ages as they are involved in various school activities. Specific assignment can vary from program to program area depending upon job assignment (i.e. child care support, family education program, in-school suspension, playground monitoring, crossing guards, etc.) The primary difference between this classification and educational assistants-instruction is that the later classification requires a higher level of education and experience and is more involved in classroom instructional support/learning functions than supervisory educational assistants. | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

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| Duty/Responsibility No: | 1 | Statement of duty/responsibility: Supervises students involved in various activities. |
| Percent of Time: | 45 | |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">Provides guidance to children in unstructured environments, such as playgrounds, the lunchroom, media center, and the parking lot; ensures the safety of children in these areas, including assisting with injured children.Supervises students when relieving other employees of their job duties; assists with supervising students in the classroom.Supervises school patrols at school crossings and ensures that crossings are adequately staffed; provides for the safe crossing of students.Assists with the initial, as well as continuous, training of crossing patrols.Communicates with teachers about student behavior, as well as consequences and solutions. | | |

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| Duty/Responsibility No: | 2 | Statement of duty/responsibility: Provides for the safety and care of children in the early childhood, family education and sibling care programs. |
| Percent of Time: | 30 | |
| Tasks involved in fulfilling above duty/responsibility: | | |

- Prepares the classroom and developmentally-appropriate activities according to the theme and ages of the children, then assists the early childhood education teacher in the classroom; different children are present each day. Examples of activities include making play dough, shopping for groceries, preparing bulletin board displays, and mending clothing and doing laundry.
- Manages the Sibling Care room, watching the children and preventing problems before they occur, ensuring the safety and well being of the children.
- Ensures that supplies and toys are organized, stocked, cleaned and repaired.
- Plays with the children, assisting them in learning how to interact with each other, share, take turns and handle age-appropriate situations.
- Greets and welcomes families as they arrive for class; assists each family in feeling inclusive.
- Gathers information about the children in the program.

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| Duty/Responsibility No: | 3 | Statement of duty/responsibility: Provides for the supervision of students. |
| Percent of Time: | 15 | |

Tasks involved in fulfilling above duty/responsibility:

- Supervises students, upon arrival at school, as they disembark from buses, and as they leave school, and board buses.
- Patrols crossing areas and locks gates.
- Monitors students in lunchroom areas, on playgrounds and in study halls, for reasons of behavior and safety; implements rules of student behavior. Enforces the rules set forth in the student handbook. Assists with decisions regarding the effectiveness of rules and punishment. Monitors for the presence of unfamiliar persons in student areas.
- Resolves conflicts among students.
- Monitors student attendance.
- Assists students with personal needs, including basic medical assistance, as needed.
- Supervises students on field trips.

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| Duty/Responsibility No: | 4 | Statement of duty/responsibility: Completes printing and copying projects. |
| Percent of Time: | 10 | |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">Organizes large printing projects.Provides for other related work tasks, such as cutting, pasting, coloring, binding and laminating.Determines due dates and additional work required in beyond copying.Delivers the completed printing project to the appropriate staff.Keeps track of paper supplies, and orders more paper, when necessary. | | |

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| Duty/Responsibility No: | 5 | Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned. |
| Percent of Time: | | |
| Tasks involved in fulfilling above duty/responsibility: | | |

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in

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| position could reasonably be attained only by completing the following: | | | | |
| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | | |
| | less than high school diploma | H.S. Diploma or equivalent | | |
| x | High school diploma or GED. | Major field of study or degree emphasis: | | |
| | 1 year college | | | 2 years college |
| | 3 years college | | | 4 years college |
| | 1st year graduate level | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Traffic regulations, especially regarding school patrols. • First Aid and CPR. • Fundamentals of child development and childhood behavior, especially emotional, social, physical and cognitive development. • Fundamentals of group dynamics and behavior typical at each child' age and stage of development. • Alternative methods of guidance. • Basic mathematics and language arts. • Computer literacy. • District policies and procedures concerning discipline and student supervision. | | |
| | 2nd year graduate level | | | |
| | Doctorate level | | | |
| Required Work Experience in Addition to Formal Education/Training: No previous work experience is required; however, previous experience working with children at various age levels is preferred. | | | | |
| Required Supervisory Experience: None | | | | |
| LICENSE/ CERTIFICATION | | Identify licenses/certification required upon hiring: | | |
| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | | Skilled in: <ul style="list-style-type: none"> • Ability to be flexible and maintain excellent organization and time management skills; ability to set up a schedule. • Ability to follow instructions and work positively with children. • Ability to take directions and guidance from instructional personnel. • Ability to supervise large groups of children, including special needs children. • Skilled in modeling appropriate behaviors for children. • Using various types of office machinery, including copiers and laminating and binding machines. • Oral and written communication skills; ability to effectively communicate with parents, children and staff. • Ability to appropriately and effectively discipline and praise children, and to consistently follow rules. | | |

| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | | |
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| | Titles of Positions Directly Supervised | # of Employees |
| 1 | | |
| TOTAL | | 0 |

| INDIRECT SUPERVISION: | |
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| Number of employees indirectly supervised: | Total: 0 |

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| HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | Work is generally performed in normal classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Frequently, work is performed in outdoor weather conditions, especially rainy or very cold conditions, such as when supervising students as they load onto and unload from school buses in busy traffic conditions, and at street crossings or on playgrounds. Occasional exposure to disagreeable human interactions in the conduct of tasks. |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
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| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | | √ | |
| Walk / Fast Walk | | | √ | |
| Sit: at various heights from floor to adult-sized chair | | √ | | |
| Use hands dexterously (use fingers to handle, feel) | | | √ | |
| Reach with hands and arms | | √ | | |
| Climb or balance | | √ | | |
| Stoop/kneel/crouch or crawl | | | √ | |
| Talk or hear | | | | √ |
| Taste or smell | | √ | | |
| Physical (Lift & carry; push & pull): up to 10 pounds | | √ | | |
| up to 25 pounds | | √ | | |
| up to 50 pounds | √ | | | |
| up to 75 pounds | √ | | | |
| up to 100 pounds | √ | | | |
| more than 100 pounds | √ | | | |

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Other than normal vision, there are no special vision requirements for this job classification. Occasionally very young children need to be lifted, or furniture needs to be moved around for a particular classroom arrangement.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: