

**JOB TITLE:**                    **EDUCATIONAL ASSISTANT IB**

**REPORTS TO:**                Supervisors

**POSITION PURPOSE:**

Provides educational and classroom assistance under the guidance of teachers, principals and other supervisors, and assists in carrying out instructional activities, promoting student safety and well-being, and reinforcing classroom programs.

**ADMINISTRATIVE SCOPE:**

This position carries no administrative authority or responsibility.

**DISTINGUISHING CHARACTERISTICS:**

The primary distinguishing characteristic of the Educational Assistant IB classifications is the EA IB's ability to provide support to the instructional program with specific responsibility for assisting the supervision and instruction of special needs students, observing and documenting student progress, implementing plans for instruction and assisting students with special health needs. Duties are performed under risk of infection and injury and require work with students having intense learning and behavioral needs.

**ESSENTIAL LEADERSHIP QUALITIES:**

1. Trust: Develop trust among co-workers through honesty and fairness.
2. Communication: Communicate in an inclusive and collaborative manner.
3. Vision: Lead with vision and follow-through.
4. Personal Qualities: Be respectful, caring and courageous.
5. Management Style: Be visible, humble and a team player.
6. Agency-wide perspective: Be involved in, and supportive of continuous overall improvement of MESD.

**ESSENTIAL JOB FUNCTIONS:**

1. Confers with teachers, supervisor and other colleagues to plan day-to-day routines, programs, student specific delegated healthcare, and special projects for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
2. Performs MESD program related instructional, behavioral and other activities such as helping students with individualized educational plans (IEP, behavior, safety, etc.) and other related activities.

3. Undertake delegated instructional tasks for individuals and small groups; assists with classroom assignments; and monitoring student activities in the classroom and other locations.
4. May participate in parent-teacher conferences and/or assist teachers in reviewing student progress and programs.
5. Performs instructional support tasks such as preparing worksheets, organizing materials, creating and posting bulletin boards, data collection and monitoring progress.
6. Assists students with physical education and other recreational activities.
7. Participates in the implementation of student behavior plans for the purpose of ensuring effective and safe student learning. Assists in transportation supervision, as needed or requested.
8. Successfully complete necessary training (e.g., OIS, CPI, etc.), maintain required certifications, and demonstrate ability to implement program-adopted crisis prevention/intervention strategies to include the use of de-escalating procedures, physical interventions to avoid injuries and other safety protocols.
9. Implement prescribed physical therapy/medical assistance and support duties as directed by a health care professional.

**OTHER JOB FUNCTIONS:**

1. Attends workshops, staff development classes, and other meetings.
2. Helps perform building, classroom, and equipment maintenance, as directed.
3. Performs other related duties as assigned.
4. To adhere to building, district, and MESD policies and procedures.

**WORKING CONDITIONS:**

Work is performed in special education or alternative education environment. Work may involve implementing crisis prevention/intervention protocols, and may involve a risk of injury, exposure to contagious diseases, abusive students, and other adverse conditions.

**KNOWLEDGE SKILLS AND ABILITIES:**

1. Ability to follow directions, follow through on classroom plans, and maintain effective working relationships with teachers, other educational assistants, other MESD and local school district personnel, and other agency partners.
2. Ability to listen, make sound decisions on a day-to-day basis as well as during emergency or crisis situations, and effectively work with students in high stress environments.
3. Good basic problem-solving with effective verbal and written communication skills.

4. Ability to perform data collection and recording tasks.

**EDUCATION AND EXPERIENCE:**

High school diploma, or G.E.D., and previous experience working with at-risk youth, students with severe disabilities, or in alternative education learning environments or any combination of education and experience which would provide the applicant with the skills, knowledge and ability required to perform the job.

**PHYSICAL REQUIREMENTS:**

1. Ability to walk, climb, sit and/or stand for four (4) plus hours per day.
2. Ability to squat, crawl and or run occasionally as required to perform job duties. Involves continuous strenuous efforts, such as the ability to personally lift students weighing up to 35 lbs and the ability to lift with assistance students weighing up to 150 lbs.

**I have reviewed and understand the above mentioned job responsibilities and essential duties, and I acknowledge that I am able to perform the essential functions.**

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Employee Print Name

Signature

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Supervisor Print Name

Signature

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.