

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Educational Support Assistant (R13-FT) (R09-PT)	Job Family: 04
Department: Curriculum/Various Departments	Lane Placement: 3
Supervisor's Title: Consultant	Contract: 180 Days (R13) Non-Contract (R09)
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8 Hours/3.4 Hours
Department Approval: <u><i>Julia S. Sullivan</i></u>	Date: <u>2-23-17</u>
ADA Review: <u><i>Julie Matten</i></u>	Date: <u>2-27-17</u>
Human Resource Approval: <u><i>Bob Ray</i></u>	Date: <u>2/23/17</u>
Superintendent Approval: <u><i>Patrick Johnson</i></u>	Date: <u>2/28/17</u>
Original date: <u>07/15</u> Revised: <u>02/17</u>	Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the department consultant, with day to day input from the applicable school principal, counselor and licensed teacher, the **Educational Support Assistant** provides assistance to students from kindergarten to 12th grade who are either in State custody or qualify under specific federal programs, in an effort to mentor students and promote success and well-being. The incumbent will travel from school to school throughout the District and assist in tracking student academic and behavioral progress. May collaborate with the principal, teacher, therapist, counselor, psychologist and parents/guardians. May assist teachers in a variety of capacities in the instruction of students.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide assistance to students from kindergarten to 12th grade who are either in State custody or qualify under specific federal programs, in an effort to mentor students and promote success and well-being.
- Travel from school to school throughout the District and assist in tracking student academic and behavioral progress. Use own vehicle for traveling purposes.
- May collaborate with the principal, teacher, therapist, counselor, psychologist and parents/guardians.
- Assist students needing supplemental help with various school subjects and programs.
- Assist students in creating plans/goals and helping students be successful.
- Gather data on each student (i.e. attendance, grades, credits, personal and family needs, etc.) and ensure the appropriate personnel are updated.
- May perform one or more of the following specific classroom duties as assigned (e.g. administer tests under the direction of the teacher; assist teacher in adapting lesson plans to meet the needs of individual students; assemble materials; tutor students in small groups or on an individual basis; assist students in the media center or computer lab; attend meetings as needed; participate in Parent Advisory Committee Meetings or other parent meetings as needed; update the website connected to student subgroups; assist in maintaining compliance with Federal laws; etc.)
- May assist students in completing/submitting paperwork for fee waivers, registration, free and reduced lunch forms, and federal forms (i.e. 506, certificate of Blood, I-95, etc.).
- Maintain effective and positive communication with teachers, students, patrons, volunteers and district employees.
- Maintain confidentiality of student or district information by following District policies regarding confidential information.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
 - Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires two years of successful work experience in an office or classroom environment. An Associate's degree in business or education preferred. Previous experience working with students in a classroom setting preferred.
- Depending on the assignment, the following are preferred: knowledge of Division of Child and Family Services (DCFS) and Juvenile Justice System (JJS) rules and procedures preferred; knowledge of federal programs specific to position preferred.
- May be required to take the Check and Connect Mentor Training.
- Requires strong computer technology skills, including Microsoft Office products.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Must demonstrate competence in reading, writing and basic math.
- Requires attention to detail and accuracy of work.
- Requires excellent communication and interpersonal skills.
- Requires the ability to follow instructions of the classroom teacher or supervisor.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines.

Physical Requirements – Not limited to the following:

- Occasional lifting from floor to waist of up to 30 pounds.
- Frequent driving a personal vehicle.
- Occasional walking, climbing stairs and balancing on slick surfaces.
- Continuous keyboarding or using a computer mouse.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
 - Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.