

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT**  
**JOB DESCRIPTION**

---

**JOB TITLE:** EDUCATIONAL ASSISTANT - EL

**DEPARTMENT:** STUDENT SERVICES

**REPORTS TO:** DIRECTOR OF EDUCATIONAL SERVICES

---

**DEFINITION:**

Under supervision, provide assistance to certificated staff in the instruction, supervision, training and instruction of students in the classroom setting.

**EXAMPLES OF DUTIES:**

Essential duties and responsibilities include the following. Please note that not all duties apply to all educational assistants. Some are very specific to the job/classroom where the educational assistant is assigned.

- Assist the instructor in assigned instructional areas
- Collect and log data for the purpose of maintaining instructional consistency
- Supervise and assist students in the classroom, integrated settings and in the community for the purpose of ensuring student safety
- Attend meetings with the purpose of providing written support and/or conveying information required to perform functions
- Collect data on behavior and learning, and assist students in developing appropriate social skills/behaviors
- Coach students in communication, self-control, and cooperation for the purpose of ensuring a positive learning environment
- Support students in integrated settings for the purpose of promoting socialization and implementing behavior plans
- Works with students individually or in small groups
- Provide bilingual support services to the English Language Development (ELD) Program
- Assist in assessment and preparation of data for reclassification of Limited English proficient (LEP) students under the supervision of a bilingual credentialed teacher
- Assist in diagnosing language skills of new students deemed to be bilingual
- Assist in translation of school information into second language for limited English-speaking parents and students
- Assists teacher in recordkeeping and compiling reports
- Interacts with students encouraging performance and progress
- Reinforcing or following up on teacher's lessons
- Assists with the administration of student assessment tests
- Assures confidentiality
- Performs a variety of clerical duties
- Participates in staff meetings and professional development activities
- Operate and use various school technology
- Transport students in a District vehicle

- Assist in shaping appropriate social behaviors and issues
- Other related work as required by supervisor

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please note that not all qualifications apply to all educational assistants. Some are very specific to the job/classroom where the educational assistant is assigned.

#### **KNOWLEDGE OF:**

- Proper English usage, spelling, grammar, punctuation and vocabulary.
- Appropriate language usage in both English and Spanish.
- Basic computer skills.
- Modern office equipment.
- Behavior management strategies and techniques relating to pupils.

#### **ABILITY TO:**

- Understand and carry out written and oral instructions.
- Demonstrate proficiency in reading, writing and mathematical skills sufficient to obtain a passing score on a standardized proficiency test as needed by the District.
- Effectively supervise students in a variety of situations.
- Maintain the security and confidentiality of specified records and information.
- Maintain effective working relationships with students, parents, teachers, staff, and administration.
- To speak, understand and read Spanish and English languages.
- To have skills necessary to work with high school age students.
- Assist in providing outreach information, attending meetings and coordinating with other staff members on students' health issues.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Light to moderate physical effort standing and/or walking for extended periods of time.
- Frequently lift and/or move up to 15 pounds, and may occasionally lift and/or move up to 60 pounds.
- Lifting and/or transferring of students.
- Mobility to stand, stoop, reach and bend.

### **ENVIRONMENT**

- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.

### **EXPERIENCE AND EDUCATION**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

#### **DESIRABLE EXPERIENCE:**

- Previous experience working with students.

#### **EDUCATION**

- Equivalent to the completion of high school.
- AA Degree or two years of college (48) units or have met the established requirements of an academic assessment or Para-Educator Certificate (NCLB)
- First Aid and CPR certificate desirable.

### **LICENSE REQUIREMENT**

- A valid California Drivers License

#### **NOTE:**

The District may require specialized skills, abilities and training appropriate for a particular assignment.