

## **EDUCATIONAL ASSISTANT TITLE DEFINITION**

### **I. DEFINITIONS**

#### **EDUCATIONAL ASSISTANT - ENTRY**

This is entry level paraprofessional educational support work in a formal education program of a state facility or institution. Employees occupying these positions perform work described at the objective level but under close, progressing to limited, supervision by professional staff.

#### **EDUCATIONAL ASSISTANT – OBJECTIVE**

This is objective level paraprofessional educational support work performed under general supervision. Positions allocated to this classification provide educational support to professional staff to conduct general educational activities which support the established goals of academic, recreational or related educational programs. Positions are responsible for performing any combination of the following duties: assist in implementing instructional programs designed to meet specific educational goals set in individualized instructional programs for students and children with disabilities; international students learning English; assisting with training in specified program areas; assisting professional staff in the extracurricular aspects of educational program activities, such as planning special group activities, parties, events, or special program services encouraging individual interest and participation; preparing activity areas, equipment and supplies for daily programs and special events; escorting and transporting students to and from program activities and off ground trips; guiding and assuming responsibility for students during program activities; observing, recording, and reporting student reaction and behavior to professional staff; assisting professional staff in maintaining student records and reports regarding student progress; obtaining basic information from a variety of sources concerning the student's background and present status; learning, understanding and operating audio/visual equipment, computers, and other state of the art technology; and providing general information to students concerning current program availability, program eligibility and procedures for enrollment. Some positions may assist with first response to medical emergencies through the use of training such as: CPR, blood-borne pathogens, or use of seizure control medications and equipment or tracheotomy equipment and care. Some positions may require knowledge of American Sign Language, Braille and the care and treatment of students with emotional, behavioral, and physical disorders. Positions may also require certification as a Special Education Program Aide (883) by the Department of Public Instruction. Some educational assistant positions may guide or coordinate the work of other educational assistants.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.