



Educational Assistant (EA) Job Description

Certification/Educational Qualifications:

- Bilingual Spanish/English
- High school diploma with experience or training in early childhood development
- Educational Assistant/Support Providers License (issued from NMPED)
- Associates degree or two years of college
- Be able to lift and carry 30 pounds.
- Be able to stand for 30 consecutive minutes.
- Be able to supervise groups of students safely and effectively in varied conditions, both indoors and outdoors.

Preferred Qualifications:

- Level 3 EA License
- Bachelor's degree

General Functions: The Educational Assistant will assist full-time teachers, reinforcing their instruction and providing clerical work and classroom activities assistance. This can involve providing individual attention to students in need of extra assistance or monitoring students while the teacher is out and working with small groups of students within the classroom.

Duties and Responsibilities:

- Be physically present on campus according to work schedule.
- Interact effectively with students, teachers, parents, and the overall school community
- Work alongside licensed teacher(s) to provide support to students and to create a safe learning environment at school.
- Assume work assignments to serve as the teacher's aide supporting instruction and hands on activities as planned.
- Help with the integration of technology into the classroom; for example, helping set up computers and projectors.
- Cover classes when substitute teacher is not available.
- Help to organize the classroom materials and supplies.
- Help to reinforce the instruction taught in the classroom to students.
- Reinforce concepts and lessons with students individually, answering questions and providing feedback to students.
- Supervise the students outside of the classroom on the playground, during bathroom breaks, at lunch time and on field trips.
- Support documentation of classroom or school data such as attendance, grades, or class summaries.