



Educational Assistant (EA) Grade K-1 Job Description

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.

Minimum Qualifications:

- High school diploma with some hours of training on early childhood development
- Associate's Degree (Preferred)
- Or two years of college

Duties and Responsibilities:

- EAs may use the answer key to score a test, if appropriately trained.
- Assume work assignments to serve as the teacher's aide, allowing them to grade papers.
- Help with the integration of technology into the classroom; for example, helping set up computers and projectors.
- Help to organize the classroom and put supplies in order.
- Help to reinforce the instruction taught in the classroom to students.
- Go over lessons with students individually, answering questions or grading assignments.
- May be asked to supervise the students outside of the classroom on the playground, during bathroom breaks, at lunch time and on field trips.
- When class is not in session, the EAs might assist by entering grades or typing up class summaries.