

MAY 15, 2023

THE FOLLOWING POSITION (S) IS AVAILABLE FOR THE 2023-2024 SCHOOL YEAR:

**2 – ELEMENTARY EDUCATIONAL ASSISTANT  
(6.5 HOURS PER DAY/BASED ON STUDENT DAYS)  
\$15.71 Per Hour**

**Must Meet Federal Highly Qualified Requirements of ESSA**

(HQ=2 years college (60 credit hours), an associate's degree or passing the ETS Parapro Assessment Test)  
(ETS Parapro Tests are available at the MOISD)

THE QUALIFICATIONS AND RESPONSIBILITIES OF THE ABOVE POSITION(S) ARE AS FOLLOWS:

1. JOB QUALIFICATIONS AND RESPONSIBILITIES: ATTACHED
2. SKILLS TEST MAY BE REQUIRED
3. ANTICIPATED HOURS: 6.5 HOURS PER DAY, STUDENT DAYS ONLY
4. RATE OF PAY: CURRENT RATE OF PAY \$15.71 PER HOUR
5. FINGERPRINTING WILL BE REQUIRED AT THE TIME OF EMPLOYMENT AT THE EMPLOYEES' EXPENSE
6. REGULAR ATTENDANCE IS REQUIRED
7. IMMEDIATE SUPERVISOR: KEN RANJEL, PRINCIPAL
8. WORK LOCATION: EVART ELEMENTARY SCHOOL

**FINGERPRINTING WILL BE REQUIRED AT THE TIME OF EMPLOYMENT  
AT THE EMPLOYEES' EXPENSE**

IF INTERESTED IN THE ABOVE POSITION (S), PLEASE DIRECT **LETTER OF INTEREST, APPLICATION AND RESUME** TO:

SHIRLEY HOWARD, SUPERINTENDENT  
EVART PUBLIC SCHOOLS  
321 NORTH HEMLOCK ST  
EVART, MI 49631  
howards@evartps.org

231-734-5594

DEADLINE: MAY 19, 2023 (4:00 p.m.) or until filled

We reserve the right not to accept applications after the deadline.

Evert Public Schools prohibits discrimination on the basis of religion, race, color, national origin, sex, age, weight, height, marital status, or disability in its educational programs, activities or employment.



## JOB DESCRIPTION

**TITLE:** Educational Assistant  
**REPORTS TO:** Classroom Teacher, Principal, Superintendent or Designee  
**QUALIFICATIONS:**

1. Good communication skills.
2. High School graduate or equivalent.
3. Knowledge of office procedures, filing and computer experience.
4. Proper English usage, punctuation, spelling and grammar.
5. Demonstrates a sincere desire to assist all students.
6. Ability to adapt to changing situations and conditions.
7. Ability to get along and relate with students, faculty and staff.
8. Be able to work independently with individual students(s).
9. Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

**GENERAL DESCRIPTION:** To assist and support the classroom teacher in the effective and efficient operation of the classroom. The essential functions of an educational assistant may vary dependent upon a student(s) I.E.P., E.D.P., the program assigned or the needs of the classroom teacher.

### ESSENTIAL FUNCTIONS:

1. Works with students, individually and in small groups.
2. Assists students with their tasks, reads to students, conducts activities that work to maintain previous teaching and preview future teachings.
3. Assists students moving from one activity to another in the classroom or other designated areas.
4. Assists with assigned work
5. Assists with supervision of youngsters during passing periods as appropriate.
6. Assists children with programmed materials.
7. Promotes good social relationships between children.
8. Participates in and supports training and in-service activities. Attends staff meetings when requested.
9. Responds to students in a kind, fair and interested manner.
10. Reinforce and explain school rules to individual students.
11. Assists in the preparation of setup and take down of materials for class assignments when necessary.
12. Assists in maintaining bulletin boards.
13. Maintain students and program records.
14. Duplicates materials for class when appropriate.
15. Grades papers for students they are working with when appropriate.
16. Distributes communiques to be sent home with the children.
17. Compiles and maintains inventory records for program needs.

18. Supervises general housekeeping duties when appropriate.
19. Assists the teacher in supervision of various classroom activities, field trip, etc.
20. Maintains respect at all times for confidential information.
21. Assists in setting up and operation of audio-visual equipment when appropriate for their assigned duties.
22. Conducts other duties related to the aide's duties as assigned by the principal, local superintendent and/or designee of schools.

ADDITIONAL WORKING CONDITIONS:

Occasional exposure to blood, bodily fluids and tissue.

Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substances on the workplace throughout his/her employment in the District.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed or that all of these must be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

Evert Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability or any other legally prohibited basis in admission or access to District programs and activities.

18. Supervises general housekeeping duties when appropriate.
19. Assists the teacher in supervision of various classroom activities, field trip, etc.
20. Maintains respect at all times for confidential information.
21. Assists in setting up and operation of audio-visual equipment when appropriate for their assigned duties.
22. Conducts other duties related to the aide's duties as assigned by the principal, local superintendent and/or designee of schools.

**ADDITIONAL WORKING CONDITIONS:**

Occasional exposure to blood, bodily fluids and tissue.

Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substances on the workplace throughout his/her employment in the District.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed or that all of these must be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

Evart Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability or any other legally prohibited basis in admission or access to District programs and activities.

