



# ***PINELLAS PREPARATORY ACADEMY***

## ***JOB DESCRIPTION***

---

# ***EDUCATIONAL ASSISTANT***

---

### **Major Function**

Performs instructional support work assisting classroom teachers in general clerical and administrative tasks as well as in certain daily classroom activities. Implements goals and objectives established by certified teachers and works directly with children to that end. Work is performed under close supervision of a classroom teachers and administrators and is reviewed in progress and upon completion.

### **Duties and Responsibilities:**

- Carries out clerical duties related to classroom teaching
- Prepares instructional materials based on teacher directions
- Assists with attendance reports, class reports; collects and accounts for monies
- Grades homework and tests based on teacher instructions
- Maintains supplies and equipment for classroom use
- Monitors students
- Files records and materials
- Types from rough drafts or final copy
- Escorts children to classes or specialized functions
- Performs related work as required
- Demonstrates respect for students, colleagues, administrators, and parents.
- Models and reinforces self-discipline and responsibility.
- Works effectively with school colleagues, parents, and the community to support students' learning and well-being.
- Performs other related duties as required.

### **Minimum Qualifications:**

Graduation from high school or possession of a GED, plus one (1) year of experience with children.

### **Salary and Benefits:**

Salary is set by the Board of Directors during the annual budgeting process. Time off is accrued at an initial rate of .042017 per hour worked. Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 10-month position, which begins five days prior to students returning from summer vacation and extends approximately 3-days after students leave.