



Job Description Substitute Educational Assistant

Job Title: Substitute Educational Assistant

Hours: 4-7 hrs per day

Department: Classroom Program

Prepared Date: August 2022

FLSA Status: Non-Exempt Hourly

Hourly rate: \$18-\$21 per hour

Reports To: Director of Education and Research

Summary: Support the teacher in working with students in one-on-one and small group settings to reinforce education plans for the students. Support the needs and well-being of students in an emotionally responsive and professional manner.

Essential Duties and Responsibilities but not limited to, the following:

- Partner with classroom teachers to provide an emotionally responsive, safe and developmentally appropriate environment for children.
- Follow the lead of the classroom teachers in delivering instructions.
- Establish and maintain a well-organized, safe and healthy environment for children.
- Ensure materials, equipment, and supplies are available and in good repair; care for and maintain equipment within the school, take preventative measures against hazards to physical safety.
- Meet with the classroom teacher to review and discuss the needs of individual children and the classroom lesson plans.
- Refer to information provided by the classroom teacher and/or child's Listening and Spoken Language Therapist about needs, strategies/techniques and expected outcomes by the teacher when working with children.
- Record data (language samples, student performance) in a manner consistent with areas outlined by the classroom teacher and/or therapist.
- Support the teacher using Listening and Spoken Language Strategies.
- With teacher/therapist guidance, facilitate interactions in developmentally appropriate group activities for children.
- Other duties as assigned.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Listen and Talk is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience: Hold or pursuing an Associate's Degree (A.A.) or equivalent in Speech and Hearing, Child Development and/or Early Childhood Education; six months to one year of related experience with young children; related training; or a combination of education and life experience.

Skills and Abilities: Excellent interpersonal skills and proven ability to connect well with others including students, teachers, coworkers and families; creativity and passion for learning; a positive attitude..

Language Skills: Ability to read and interpret documents such as rules, instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of families and coworkers.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in a school environment and to perform the job, the employee is frequently required to talk, hear, stand, walk, stoop, climb, balance, kneel, bend, crouch, crawl, and reach with hands and arms. The employee will be required to carry children and materials weighing up to 40 pounds on an occasional basis. The employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The employee is required to read and respond to documents in hard copy and electronic form.