

Woodrow Wilson Academy

Job Title: MS Educational Assistant
Date Prepared: 03/13/2025
FLSA Status: Full Time Non-Exempt
Work Year: 174.50 days, 8 hours per day
Hourly Rate: \$20.92
Location: 8300 W 94 th Ave, Westminster, CO
Reports to: MS Team Lead

SUMMARY: Provides classroom support and supervision of students under the direction of the classroom teacher. Provide enrichment and intervention time.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Work with individual or small groups of students to support and reinforce teacher prepared lesson plans.
- Act as substitute teacher for up to one day as needed.
- Provide enrichment and intervention time using school-provided materials or activities.
- Organize and prepare materials and resources to support classroom activities as assigned by the teacher.
- Supervise and manage student behavior as assigned.
- Prepare instructional art work (i.e. posters, bulletin boards and displays).
- Administer or assist with State, school, and classroom assessments.
- Perform clerical duties such as filing, copying, and organizing student records.
- Perform assigned lunch and recess duties which include supervision in the lunchroom and playground.
- Attend monthly EA meetings.

Perform other duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma/GED required.

EXPERIENCE: Previous experience in a school setting preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT: Requires basic language, math, writing and communication skills. Knowledge of general office equipment preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required. CPR/First Aid highly recommended. Training provided by the school.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job does not supervise other employees.

CONTACTS: Daily contact with persons in the same work unit or building and provides service to students and parents.

SAFETY TO SELF AND OTHERS: Medium exposure of self to bruises and cuts or injuries due to interaction with students. Low exposure of self due to bodily fluids (gloves are provided). The physical demands, work environment characteristics, and mental functions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to analyze, communicate and use interpersonal skills. Frequently required to compare, copy, coordinate, compute and compile. Occasionally required to synthesize, evaluate and negotiate.

JUDGMENT AND DECISION MAKING: Work is assigned by the classroom teacher. This position requires ability to make decisions and follow instructions of the classroom teacher and school guidelines. Errors in decision making could lead to improper instructions for students, or improper behavior management of students. Decision making requires collaboration with the supervisor. Work is guided by school policies, school/department procedures.

DIVERSITY OF DUTIES: Duties require cross training in office equipment including use of computers. This position requires communication skills, ability to work with groups of students and ability to work independently

BENEFITS: Full time benefits offered include: medical, dental, vision, employer paid basic life insurance, voluntary life insurance, voluntary short term disability, CO PERA retirement, voluntary retirement savings plans, paid personal and sick time off, and a family wellness benefit.

Closing Date: This position will remain open until filled.

Organization Information: Woodrow Wilson Academy is a K-8 public charter school. Visit our website at wwacademy.org.

Woodrow Wilson Academy is an equal opportunity employer.