

**LAKE COUNTY EDUCATION SERVICE DISTRICT**  
**JOB DESCRIPTION**  
**EDUCATIONAL ASSISTANT (EI-ECSE PROGRAM)**

**GOAL**

- To assist students in learning and developing skills which will help them become able, mature, and responsible members of society. To facilitate open communication between students, their families and the school.

**QUALIFICATIONS**

- high school diploma or equivalent
- instructional skills appropriate for the students and materials as assigned
- valid driver's license
- previous experience with children preferred

**PERSONAL QUALITIES**

- high level of ethical behavior and confidentiality
- interact with the public tactfully and courteously
- ability to work cooperatively with other ESD, Community Preschool, and Head Start employees

**RESPONSIBILITIES**

- project a positive role model to children
- demonstrate competency in all basic skills areas and apply those competencies throughout daily routines
- assist with instructional program as directed by certificated staff
- perform clerical duties including typing, filing, correcting assignments, and keeping appropriate records
- use initiative as the situation requires
- maintain regular communication with preschool, Head Start and ESD staff
- provide campus supervision consistent with other school staff

**SUPERVISOR**

- EI-ECSE Coordinator

**SALARY AND WORK YEAR**

- placed on salary schedule with advancement as provided in policy
- number of hours and days per year as defined in letter of assignment\*
- six month probationary period
- Public Employees Retirement System employer portion paid by district, with a deduction for the employee portion
- insurance, tax sheltered spending account, travel, leave, and professional development benefits as enunciated in policy

*\*Assignment may be funded by categorical projects therefore continued employment remains contingent upon allocation.*

**EVALUATION**

- Annual evaluation based on job description, agency goals, and personal professional development goals and conducted according to adopted Board policies, state laws, and regulations.
- Probationary employees will be evaluated twice during the probationary period.

**Lake County Education Service District practices equal employment opportunity and treatment regardless of race, national origin, religion, sex, age, marital or parental status and disability if the disability does not preclude performance of bona fide requirements of the position with or without reasonable accommodation. This ESD considers the use or abuse of drugs or alcohol on the job by employees to be an unsafe and detrimental work practice.**