**Murfreesboro City Schools   
JOB DESCRIPTION   
Full-Time EDUCATIONAL ASSISTANT (EA)  
And Part-Time MID-DAY ASSISTANT (MDA)**

CREDENTIALS: Educational Assistants and Mid-Day Assistants shall have, at a minimum, a high schools diploma or a GED® equivalent and shall show demonstrable proficiency in reading and writing skills.   
  
OTHER QUALIFICATIONS: Must work cooperatively with adults and children. Must follow directions. Must read and write sufficiently for assisting children. Must protect confidentiality rights of parents and children. Must model appropriate grammar usage. Must support safety and good self-esteem in children. Must be punctual and regular in attendance. Experience with groups of children may be helpful but not required. Light clerical skills may be helpful but not required.  
  
PHYSICAL DEMANDS: Must be able to see, hear and move quickly enough to provide for the safety and instructional needs of children. Must be able to articulate clearly. Must be physically active and interactive throughout the school day (i.e., be able to stand for extended periods of time, stoop, bend, do light lifting, push, pull, step and have good finger dexterity, etc.). Must have emotional coping skills appropriate for the management of student behavior. Must tolerate environmental smells and substances commonly associated with children and educational institutions. Depending upon assignment, some EA's/MDA's such as those assisting in the school office and those assisting with comprehensive development programs may be exposed to bodily fluids and therefore need to use universal precautions.  
  
PRIMARY DUTIES: To assist in a variety of specific assignments which contribute to the effectiveness of the instructional program and/or the overall school operation.   
  
ESSENTIAL JOB FUNCTIONS: Educational Assistants/Mid-Day Assistants in this school system provide a variety of tasks. The specific tasks assigned to each EA/MDA are selected by the principal and may change from time to time based on the needs of the school and/or system. Mid-Day Assistants perform essentially the same duties as an Education Assistant except work only part-time. Specific duties are assigned by the principal.

1. Assist in the preparation and maintenance of instructional materials and activities.
2. Assist with direct instruction (i.e., reading stories, tutoring, administering assessments, implementing teacher plans).
3. Assist with record keeping.
4. Assist children with personal physical needs.
5. Perform light clerical skills (i.e., typing, filing, data processing, operating a copy machine).
6. Operate audio-visual equipment (i.e., VCR, TV, recorder).
7. Grade papers.
8. Monitor large groups of children (i.e., cafeteria, bus room).
9. Prepare bulletin boards.

10.  Assist in the office.

In addition to essential job functions listed above, perform other duties as assigned.  
  
STAFF RELATIONSHIP: Directly responsible to the School Principal.  
  
TERMS OF EMPLOYMENT: Full-time Educational Assistants work a 10 month annual contract on the days that teachers at their school work if employed after initial 90 day training period. Salary and benefits set by Board. Non-exempt. Part-time Mid-Day Assistants work at-will, maximum 4 hours per day, only on days children attend school, no benefits, hourly rates set by Board