

Educational Assistant

This is a highly visible position that requires professionalism, multitasking on a regular basis, and developing positive relationships with students, parents, administration, teachers, etc. This position reports directly to the Principal.

Summary:

Responsibilities include greeting parents and students, serving as assistant to the administrators, and performing various support services for students, parents, staff and the public. The position requires promotion of positive public relations for the school.

Responsibilities:

- Greet and assist all school visitors.
- Present for student daily Greet and Dismissal. Assist with strollers; ie putting away in the morning and help retrieving at the end of school day.
- Assist with escorting children from school to the public playground for physical education (PE) classes.
- Monitor PE class and ensure safe surroundings and escort children back to school.
- Provide Front Desk Coverage.
- Answer phone and assist callers as needed.
- Provide administrative support for administrators as requested.
- Support School's initiatives.
- Maintain compliance with all School's policies and procedures.

Qualifications:

- Strong customer-service orientation and ability to interact successfully with all visitors and staff.
- Provide teaching aide support; student supervision and development experience required.
- Educational experience working with children.
- Knowledge of basic safety procedures, CPR and First Aid certificates preferred, but will train.
- Excellent verbal and written communication skills required. Pleasant phone manner needed. Ability to write clearly, concisely and effectively.
- Ability to effectively interact with all levels of personnel required.
- Must be highly organized and attentive to detail with a sense of urgency.
- Must have a positive attitude and be a team player

Physical Requirements:

- Must be able to sit for extended periods of time and/or stand, bend, reach and walk on a regular basis. Accommodations are available.
- Must be able to lift up to 20 pounds.

Needed immediately.

If you are passionate about making a difference in the lives of students and supporting their educational journey, we encourage you to apply for the position of Educational Assistant.

Paid hourly based on experience.

Job Type: Part-time

Pay: \$20.60 - \$26.50 per hour

Expected hours: 30 per week