

**Prekindergarten Educational Assistant
Noble Academy, District 4171**

GENERAL PURPOSE:

To assist the classroom teacher with creating an educational program, classroom and building environment that is Multicultural/Gender/Ability Fair, is favorable to learning and growth, and is based on a commitment that all children can learn.

PROFESSIONAL QUALIFICATIONS:

- Minimum Education: High School Diploma or GED
- Preferred Education: An Associate's degree in Education or a related field
OR
60 college credits or more
OR
Pass the Educational Assistant exam as desired by the MDE
- Prior successful experience in a K-8 urban, multicultural education is desirable
- Knowledge of subject matter, classroom management techniques as well as students' learning styles and needs, both academic and affective

PROFESSIONAL RESPONSIBILITIES:

- Undertakes any instructional role under the direction of the classroom teacher
- Provides direct instruction to individual students or small groups, provided that the teacher has prepared lessons with: objectives, teaching strategies, and evaluation criteria
- Reinforce and assist with lessons and follow-up assignments
- Assist classroom teacher with the creating and presentation of lesson plans
- Collaboratively plan and implement instruction designed to accommodate student differences.
- Provide feedback to teachers and students regarding the student's learning
- Actively participate in the professional development process to achieve and give support for professional development
- Demonstrates empathy, rapport and personal interactions among students, peers, and other adults
- Monitor student performance using a variety of informal assessment tools and provide corrective feedback as directed
- Implement instruction in ways that encourage student learning
- Accommodate student differences with clear and appropriate oral directions and assignments
- Organize the physical facilities of the classroom as directed
- Know the subject matter
- Know and use strategies that foster thinking, reasoning, and problem solving
- Share expertise and knowledge with others
- Collaborate with parent/families, when directed, in making educational decisions
- Give and receive feedback in a positive manner
- Support district, school and classroom expectations through positive reinforcement

KNOWLEDGE AND SKILLS:

- Ability and willingness to keep records and office space organized and easily accessible

- Considerable ability to follow through in a timely manner
- Considerable knowledge of and ability to perform classroom management skills, practices and relationship building
- Considerable skills in teaching others to safely operate office machines and equipment
- Excellent communication skills and ability to communicate effectively both orally and in writing to members of the public, the community, the staff, the students, and the administration
- Excellent interpersonal skills and the ability to deal with a variety of personality types and dispositions in numerous circumstances while maintaining a controlled, tactful, respectful, professional manner
- Excellent **team player** skills with positive attitude
- Ability to maintain a calm presence in an emergency
- Ability to think clearly in any situation, determine priorities, and handle multiple tasks
- Ability to make appropriate decisions quickly
- Willingness to show initiative in problem solving and team goal achievements
- Ability to take on additional tasks as assigned by Superintendent and/or Deputy Superintendent

HOW TO APPLY:

Interested candidates should download and complete Noble Academy's employment application from <http://nobleacademy.us/career-opportunities> and submit it with a cover letter, resume and three letters of recommendation to humanresources@nobleacademy.us.

Please note that all employees are expected to understand their role as stated herein and understand that this list is not inclusive. All staff must follow through with responsibilities knowing that sometimes they will have to perform tasks assigned by the Superintendent and/or Deputy Superintendent that are not part of their job descriptions. Responsibilities are subject to change with or without notice.

Noble Academy is an equal opportunity employer. Employment consideration is made without regard to race, color, creed, gender, national origin, age, disability marital or veteran status, sexual orientation or any other legally protected statuses.