

Tri-County Area School District  
Plainfield WI

Job Description

JD SS 415  
Updated: July 2009

**Position Title:** **Educational Assistant (After-School Tutor)**

**Qualifications:**

- Able to work with children of all ages.
- Above average accomplished reading, writing, math, and spelling skills.
- Able to work with other adults.
- Able to follow directions.
- Has good work skills (self-starter, well groomed, personable, punctual, completes job as requested, reliable)
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Has high school diploma or equivalent.

**Supervised by:** Building principal.  
Works with classroom teachers.

**Position Function:**

Provide assistance to the classroom teacher so the teacher can successfully meet the education needs of the students assigned to him/her, and maintain appropriate classroom activities and environment in order that students learn effectively.

**Specific Requirements:**

- Attend training and inservice sessions as may be requested.
- Assist teachers with classroom instruction as requested.
- Conduct learning exercises with small groups of children.
- Provide escort and assistance to children as necessary.
- Assist teachers in maintaining neat work and study habits of students.
- Assist with the supervision of children during regular play periods.
- Assist in preparing learning exercises/handouts/copies for the children
- Perform supervisory duties as may be requested by the building principal or teacher.
- Perform other such duties from time to time as requested by the building principal.

**Terms of Employment:** Salary and work year to be established by the board of education.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principal.