

Educational Assistant Job Description

- Conduct a briefing for new students
- Prepare final lesson plans for the following week
- Help with classroom organization, scheduling, and grading
- Provide support for students to aid their study
- Aid teacher in conducting workshop or offering extra help to students
- Assist teachers in preparing reports
- Assist with field trips, cultural events, and other extra-curricular activities
- Compile attendance records
- Help out students with discipline issues
- Prepare students for exams and tests
- Aid teachers in administering standardized tests
- Maintain records of daily attendance for each student/group of students
- Aid teachers in maintaining a safe and secure environment
- Assist teachers with special needs
- Assist teachers with special projects like back to school, speech and language therapy, etc.
- Aid teacher in providing support services to students such as physical therapy and occupational therapy related activities
- Provide support for special education students experiencing behavioral problems
- Help out with programs, e.g., wheelchair sports program, vocational training, etc., for both gifted and special education students
- Help with programs that help disabled students make the transition from school to society/workplace/community
- Participate in professional development activities
- Assist in school functions, e.g., parent teacher conference, etc.
- Assist students with special needs to participate in extracurricular activities and sports

- Assist teachers with counseling and mentoring for students at risk of dropping out of school (known as “dropouts”)
- Continue to provide support for any special education students that are still attending the school, even after they no longer meet the criteria for special education services
- Provide support for students who are first offenders and expelled from the school or any student who has been kicked out of two schools within a two year period due to disciplinary reasons.