

## EDUCATIONAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for developing recreational, educational, and/or rehabilitative programs and assisting in the integration of the programs to meet the needs of participants, patients, clients, etc. Responsibilities include developing programs consistent with the objectives and policies and procedures of the department, monitoring the quality improvement functions, and facilitating the use of community resources to enhance programs. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only):

Plans, develops and implements educational, recreational, and/or rehabilitative programs for participants, clients, patients, etc. to ensure standards and needs are met;

Performs various administrative tasks to insure the optimum operation and effectiveness of assignments and coordinates these activities with professional staff where needed;

Prepares resource materials and reports for administrators to monitor the delivery of services;

Acts a liaison between participants, patients, clients, etc. and community resource organizations as needed;

Assists staff in assembling data relative to specific problem and operational areas;

Acts as a liaison between division head and other division staff as assigned;

May develop and coordinate quality improvement functions for the area of assignment by identifying, analyzing and making recommendations for areas needing improvement;

Assists in the development and promotion of conferences, workshops, and seminars;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of program development relating to recreational and educational programs; good knowledge of departmental operations, policies; good knowledge of programs and trends at national, state and community levels; ability to communicate effectively both orally and in writing; ability to prepare detailed reports and procedures; ability to gather and organize data and make appropriate recommendations for operational improvements; ability to establish and maintain effective relationships with professional staff, program participants, clients, patient's, etc. and program officials; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; sound judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) A Bachelor's Degree\* in a field related to education, recreation/leisure or rehabilitation and one year of experience as an instructor, trainer, counselor or therapist in an educational, recreation/leisure or rehabilitative setting; or (b) a Bachelor's Degree\* and two years of experience as stated in (a).

SUBSTITUTION: A Master's Degree\* in a field related to education, recreation/leisure, rehabilitation, healthcare or public administration may be substituted for one year of experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents on the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.