

Red Wing Public Schools Position Description

Education Assistant

General Information

Department:	Instructional
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Building Principal or Early Childhood Coordinator
Grade Placement:	8
FLSA Status:	Non-Exempt

Position Summary

An Educational Assistant is responsible for providing support and assistance to licensed staff in monitoring and supervising students/children; assisting in the preparation of the classroom; assisting licensed staff in the reinforcement of skills previously presented by instructional staff in 1:1, small group, or large group settings.

Essential Duties and Responsibilities

1.	Reinforces or re-teaches skills previously presented by licensed staff 1:1 or in small groups. Provides assistance to students in the reading program. Reinforces math lessons and listens to students as they read aloud. Assists students in completing pre-academic tests, as needed.
2.	Assists teachers with the preparation and maintenance of the classroom and class materials. Makes copies of materials needed in the classroom. Assists in displaying student work, designing bulletin boards, displaying student art work, etc.
3.	Assists in monitoring student behaviors and activities to assure the safety and security of all students. Assists students keep and stay on task during classroom instruction.
4.	Assists younger children (e.g. ages 3-5) with self-care activities, following classroom/program, routines and program/classroom expectations.
5.	Serves as a supervisory paraprofessional monitoring, observing, enforcing safety rules and procedures on the playground, during lunchroom times, in hallways, and/or bus loading/unloading.
6.	Assists and provides input and insight into student progress, as requested by licensed staff.
7.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	None. On-the-job training provided after employment in various areas as needed
Licenses / Certifications Required:	<ul style="list-style-type: none">• Certifications may be required depending on district needs and assignments

Essential Knowledge Required to Perform the Essential Functions of the Position

- Program operational procedures and policies.
- General fundamentals of child developmental stages and age appropriate behaviors and needs.
- Child care practices, concerns and issues.
- Safety procedures and general sanitation issues.
- Basic behavioral strategies.

Essential Skills Required to Perform the Work

- Skill in the use of classroom and instructional equipment.
- Ability to establish and maintain effective relationships with teachers, parents, students and the general public.
- Applying judgment and care in supervising, monitoring and providing for the care and safety of children.
- Applying classroom rules, instructions and stated policies, procedures.
- Developing a rapport with children and explaining concepts in a simple and understandable manner.
- Effectively presenting reinforcement in 1:1 and/or small group situation to students in reading, math, or topics previously presented by licensed staff.
- Learning instructional materials and concepts readily and adhering to prescribed instructional routines.
- Following oral and written instructions.
- Ability to perform routine classroom clerical and recordkeeping tasks.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best described as Light Work: Exerting up to 25 pounds of force occasionally and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Work is generally performed in normal classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Frequently, work is performed in outdoor weather conditions, especially rainy or very cold conditions, such as when supervising students as they load onto and unload from school buses, on playgrounds, etc.

Classification History and Approval

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