

Red Wing Public Schools Position Description

Title I Educational Assistant

General Information

Department:	Instructional
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Building Principal
Grade Placement:	10
FLSA Status:	Non-Exempt

Position Summary

The Title I Education Assistant represents a “highly qualified” paraprofessional position responsible for providing support, supplemental instruction and reinforcement to Title I students in the areas of reading, math and language concepts and skills; teaching small groups of students in reading, math and language skills; assisting students having difficulty with specific concepts; prepares and implements lesson plans based on materials provided by the lead teacher.

Essential Duties and Responsibilities

1.	<p>Assists licensed teachers in the reinforcement of reading, math and language concepts and skills to Title I students.</p> <ul style="list-style-type: none"> a) Performs drill exercises and corrects student’s completed work. b) Aides in meeting the specific objectives of the program designed by the Title I Lead Teacher.
2.	<p>Works with, supervises, guides and tutors students in small group settings to provide instructional support and reinforcement of individual math, reading and language concepts and skills.</p> <ul style="list-style-type: none"> a) Determines the individual needs of each student for the subject area being taught, as well as the preferences of each teacher. b) Observes individual student abilities, assesses student level and determines what teaching techniques can be most effective. c) Implements lesson plans, strategies and aids to supplement curriculum. d) Tests student knowledge, student achievement and progress in the areas of reading and math. Administers assessments and records results. e) Monitors student behavior and maintains a positive learning environment.
3.	<p>Collaborates, works with and informs teachers and lead teacher regarding student progress, needs or related issues.</p>
4.	<p>Maintains and documents Title I relevant duties and records per program requirements.</p>
5.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

Required Education, Training, and Work Experience

Required Education / Training:	Must be highly qualified by having the equivalent of two years of post-secondary education, completing a portfolio demonstrating all paraprofessional competencies, or passing the ParaPro test.
Degree Information:	None
Major Field of Study or Degree Emphasis:	Child development, human development, learning, behavioral management, or related area
Required Work Experience:	None
Licenses / Certifications Required:	None

Essential Knowledge Required to Perform the Essential Functions of the Position

- Basic math, reading, and language concepts such as phonics and grammar concepts relevant to kindergarten to fourth grade students.
- Current approaches and concepts to teach and plan lessons effectively.
- Child development fundamentals and concepts.
- Methods to create and maintain a positive learning environment, including conflict resolution techniques and problem solving.
- District policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences.
- Procedures, practices and prescribed routines in the building and in the regular classroom.
- Computers for instruction and assessment.

Essential Skills Required to Perform the Work

- Adapting lesson plans to the individual needs of students to facilitate their learning and to assist them in meeting any individual learning plans and objectives
- Reading and interpreting documents, administrative policies, manuals, department guidelines and operational procedures.
- Presenting, reintroducing and reinforcing information in 1:1 and/or small group situation to students.
- Taking instruction from and direction from licensed personnel and following classroom/program routines.
- Learning and applying academic subject material relevant to their duties and needed in the reinforcement or tutoring of students in reading, math and/or language.
- Interacting with and serving as a role model concerning learning and behaviors.
- Assesses student performance through testing.

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 frequently, and/or negligible amount 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:

This position performs duties in a typical classroom/school setting where job duties and assignments expose the individual to minimal environmental risks and/or hazards.

Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

Revised: 4/15/16