

**Burnsville - Eagan - Savage
I.S.D. # 191
JOB DESCRIPTION**

Position Title: Level 2, Support
Position Classification: Educational Assistant
Exempt Status: Non-Exempt
Approval: _____
(Executive Director of Human Resources)

Department: Building
Reports To: Building Principal
Revision Date: 1/1/2014
Approval: _____
(Superintendent)

JOB SUMMARY: Provide student support in the lunchroom, playground, transportation, classroom and office areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

35% Teacher Support

- A. Gather and assemble supplemental instructional materials
- B. Conduct research for classroom teachers
- C. Correct and record tests and quizzes under the direction of classroom teachers
- D. Assist students with lessons, computer lab and technology tasks
- E. Reinforce concepts already taught
- F. Provide feedback to the teacher on student progress
- G. Re-direct students to task at hand
- H. Guide students while teacher is absent from the room

35% Student Support

- A. Escort students throughout the building
- B. Make discipline referrals to principal
- C. Monitor and redirect students in lunchroom, playground, bus, classrooms and general areas
- D. Gather homework assignments for absent students

35% Support

- A. Sort and file materials
- B. Check materials in/out
- C. Answer office phone, answer basic questions, direct calls and take messages
- D. Track inventory of supplies
- E. Make copies and laminate items as directed
- F. Perform basic word processing
- G. Enter data into multi-screen database or spreadsheet
- H. Assist in receiving of materials, equipment and payments
- I. Organize assigned areas

5% Professional Development

- A. Attend meetings, in-services and workshops as required

Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School Diploma or equivalent required

Experience:

- Prior office work experience preferred
- Prior experience working with children preferred

Essential Skills Required to Perform the Work:

- Basic computer and keyboarding skills
- Basic office equipment knowledge
- Basic internet knowledge
- Intermediate reading and writing skills
- Ability to communicate effectively
- Ability to follow written and verbal instructions
- Math skills including addition, subtraction, multiplication and division
- Ability to set priorities and meet deadlines
- Ability to work in a team environment
- Ability to relate to students

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, phone system, laminator, copier and calculator

Physical Job Requirements:

- Position involves standing for extended periods of time
- Position occasionally lifts up to 20lbs
- Position involves bending and stooping
- Position involves listening, speaking clearly and visual acuity

Mental Job Requirements:

- Position requires accuracy
- Position requires meeting deadlines
- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires flexibility and a willingness to undertake a variety of tasks sometimes at the direction of more than one person

Hazardous Working Conditions:

- Normal office conditions
- Exposure to body fluids and airborne pathogens
- Exposure to changing temperature and weather
- Exposure to noise from students
- Exposure to students with special needs
- Potential exposure to emotional outbursts

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.