

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

**Position Title: Level 3, 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:** Assist teachers and administrators with planning and implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**70% Instructional Support**

- A. Conduct, correct and record tests and quizzes at the direction of classroom teachers
- B. Guide and assist students with lessons, computer lab and technology tasks
- C. Reinforce concepts already taught in a small group or one-on-one
- D. Provide feedback to the teacher on student progress
- E. Re-direct students to task at hand
- F. Guide students while teacher is absent from the room
- G. Participate in meetings where communicating and implementing strategies are discussed
- H. Assist classroom teachers with learning practice of appropriate behavior/social skills
- I. Assist classroom teachers with implementing instructional materials
- J. Support and maintain safe and healthy learning environment

**10% 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

**10% Program Support**

- A. Gather and assemble materials, samples and activities
- B. Conduct research at the direction of the classroom teacher
- C. Assist with informal and functional assessment activities and observations
- D. Set up, operate, and return instructional materials and equipment

**5% Clerical 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

**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 with 2 years experience working with children, and demonstrate highly qualified status under NCLB, or
- AA degree with 1 year of experience working with children

**Essential Skills Required to Perform the Work:**

- Basic computer/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 compute rate, ratio and percentage, draw and interpret bar graphs
- Ability to set priorities and meet deadlines
- Ability to work in a team environment
- Ability to relate to students including students with special needs

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

- Operates office equipment including computer, phone system, laminator, copier and calculator
- Utilizes intermediate office software
- Utilizes education software

**Physical Job Requirements:**

- Position requires frequent lifting up to 40lbs
- Position requires bending and stooping
- Position involves listening, speaking clearly and visual acuity
- Position involves standing for extended periods of time

**Mental Job Requirements:**

- Position requires accuracy
- Position requires organization and the ability to prioritize tasks to meet 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 temperature and weather changes
- Exposure to noise from students
- Exposure to students with special needs
- Potential exposure to emotional outbursts
- Potential injury from students

*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.*