Edina Public Schools
Job Description

Paraprofessional - Instructional Assistant

Reports to: Principal and/or Program Supervisor

Purpose of Position:
An Instructional Assistant assists teachers in conducting general classroom activities.

Essential Duties and Responsibilities:
• Provides student assistance.
  o Assists students in using instructional materials and equipment including computer resources and audio visual equipment.
• Provides assistance with daily classroom duties.
  o Intervenes promptly to curtail inappropriate or disruptive behavior by students.
• Provides teacher assistance.
  o Assists the teacher in supplementary instruction to students, including one-on-one tutoring, practice in small groups, and general classroom assistance.
  o Maintains student records as directed by teachers, including health, disability, test results, and disciplinary action.
  o Corrects student work using prepared answer sheet or template under teacher direction; computes grades.
  o Uses computer to create worksheets, exercises, tests, and special projects.
  o Prepares supplementary instructional materials in support of teacher’s learning objectives for students.
  o Obtains resource materials for teaching curriculum, including printed, audio visual, computer, and art media.
  o Prepares bulletin boards, awards, or art materials for lessons or thematic units.
  o Files correspondence, work samples, grades or reports in student files.
  o Orders supplies as needed and maintains inventory.
• Ensures students are adhering to district policies.
• Attends in-services, workshops, and training programs as requested by the supervisor.
• Other duties as assigned.

Required Qualifications:
• Two years of post-secondary education.
• Ability to learn and apply behavioral management techniques with consistency and good judgment.
• Interest in working in a student population.
• Knowledge of district and school policies and procedures.
• Basic computer skills and ability to use a computer for word processing.
• Ability to effectively communicate with students and employees.
• Ability to collaborate effectively with other employees.
• Ability to perceive students’ needs and develop positive relationships.
• Ability to follow written and verbal instructions.
• Knowledge of and ability to follow safety precautions and use protective gear.
• Ability to anticipate and diffuse problems and disruptive situations.

Additional Information:
• Ability to lift and carry up to 25 pounds.
• Must be willing and able to work in the following conditions: indoor, outdoor, noisy.