Edina Public Schools
Job Description

Paraprofessional – Educational Associate/Special Education

Reports to: Principal and/or Special Education Team Leader

Purpose of Position:
An Educational Associate/Special Education assists teachers and helps students with academic, social, motor, behavioral, and functional tasks.

Essential Duties and Responsibilities:
• Provides student assistance.
  o Assists students in using instructional materials and equipment including computer resources and audio visual equipment.
  o Reads stories to students and discusses stories and pictures.
  o Attends to students’ needs providing personal care and comfort.
  o Assists students in developing a positive self concept by listening actively and offering accurate as well as positive feedback.
  o Assists in the implementation of an Individual Education Plan with individual students as directed by professional staff.
  o Supervises and assists students to ensure their safety and comfort.
  o Supervises students to ensure rules are followed, order is maintained, and no one is endangered.
  o Monitors and accompanies students between activities or classes.
  o Toilets or diapers students as requested by teacher.
  o Assists students with their mobility including moving and lifting students.
    ▪ Uses adaptive equipment correctly.
  o Assists students with self-help skills, including feeding and dressing
    ▪ Uses adaptive equipment correctly.
  o Assists students with transportation needs.
    ▪ Communicates with van drivers and bus drivers during transit,
    ▪ Aids in lifting students and boarding vehicles as requested by driver.
• Provides assistance with daily classroom duties.
  o Assists in adapting learning opportunities for students’ needs.
  o Observes students’ academic progress and social behaviors and records observations using a pre-prepared checklist or Individual Education Plan.
  o Has knowledge of students’ special education needs, classroom accommodations, modifications, goals, and objectives.
  o Intervenes promptly to curtail inappropriate or disruptive behavior by students.
  o Recognizes and responds appropriately to symptoms of emotional distress by students and refers to appropriate staff.
• 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 Suggests to teachers activities or approaches that may be appropriate for the student based on personal observations.
  o Maintains student records as directed by teachers, including health, disability, test results, and disciplinary action.
Corrects student work using prepared answer sheets or templates under teacher direction; computes grades.
Uses computer to create worksheets, exercises, tests, and special projects.
Prepares supplementary instructional materials in support of teacher’s learning objectives for students.
Obtains resource materials for teaching curriculum, including printed, audio visual, computer, and art media.
Follows all due process procedures as disseminated by department head.
Willing to accompany student in various settings, including swimming pool.

- Ensures students are adhering to district policies.
- Shares student information with assigned teachers and participates in parent-teacher conferences as requested.
- Attends staff meetings as requested by supervising teacher to discuss plans and outcomes for a student.
- 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.
- Ability to anticipate and diffuse problems and disruptive situations.

Additional Information:
- Ability to lift and carry up to 40 pounds.
- Ability to occasionally team lift up to 100 pounds if employed in a position requiring assistance of students with their mobility.
- Must be willing and able to work in the following conditions: indoor, outdoor, noisy.
- Employee is exposed to infection at a greater risk than the average person.
- Duties may require the handling of body fluids in a manner consistent with the non-transmission of blood-borne pathogens.
- Employee is directly responsible for the safety and well being of students.