Edina Public Schools
Job Description

Paraprofessional – Educational Associate

Reports to: Principal and/or Program Supervisor

Purpose of Position:
An Educational Associate assists assigned students and teachers with 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.
  o Monitors student learning reporting results to teachers.
• Provides assistance with daily classroom duties.
  o Tutors or coaches students in an area of expertise; e.g., music, foreign language, or communication.
  o Adapts or translates materials; e.g., sign language, Braille, music theory, or foreign language proficiency.
  o Provides musical accompaniment for instrumental and vocal groups, as assigned.
  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 Suggests to teachers activities or approaches that may be appropriate for students based on personal observations.
  o Maintains student records as directed by teachers, including health, disability, test results, and disciplinary action.
  o Corrects student work using prepared answer sheets or templates 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.
• Ensures students are adhering to district policies.
• Shares student information with assigned teachers and participates in parent-teacher conferences as requested.
• Attends in-services, workshops, and training programs as requested by the supervisor.
• Other duties as assigned.

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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 25 pounds.
- Must be willing and able to work in the following conditions: indoor, outdoor, noisy.