

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.
 - Assists students in using instructional materials and equipment including computer resources and audio visual equipment.
- Provides assistance with daily classroom duties.
 - Intervenes promptly to curtail inappropriate or disruptive behavior by students.
- Provides teacher assistance.
 - Assists the teacher in supplementary instruction to students, including one-on-one tutoring, practice in small groups, and general classroom assistance.
 - Maintains student records as directed by teachers, including health, disability, test results, and disciplinary action.
 - Corrects student work using prepared answer sheet or template 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.
 - Prepares bulletin boards, awards, or art materials for lessons or thematic units.
 - Files correspondence, work samples, grades or reports in student files.
 - 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.