



## Edina Public Schools Position Description

### Section I: General Information

<b>Position Title:</b> Educational Associate – Special Education	<b>Department:</b> Student Support Services
<b>Immediate Supervisor:</b> Principal, Director and Assistant Directors of Student Support Services	<b>FLSA Status:</b> Non-Exempt
<b>Position Summary:</b> With the focus to support and advance the Edina Public Schools' mission, vision, and core values, the Educational Associate for Special Education assists teachers and supports students with academic, social, motor, behavioral, health, life skills, and other functional tasks. Educational Associates for Special Education work one-on-one and with small groups of students in the areas of instructional reinforcement and student support and learning assistance.	

### Section II: Essential Duties and Responsibilities

Supports students' academic success by reinforcing and/or adapting instructional subjects, concepts, and lessons delivered by licensed instructional staff. Provides assistance with daily classroom tasks and duties.

- Provides students in small groups or on a one-on-one basis with general support, supervision, and assistance on playgrounds, in the lunchroom, at assemblies, in the swimming pool, and on field trips.
- Assists in the implementation of Individual Education Plans (IEPs) as directed by the teacher/case manager, or supervisor.
- Adapts learning materials for students as directed. Prepares and obtains supplementary and resource materials to support instruction.
- Assists students in using instructional materials and equipment including computer resources and audio/visual equipment.
- Collects and compiles data on academic progress, social behaviors, and adaptive skills. Maintains data collection records under the direction of the teacher/case manager.
- Maintains confidentiality of student educational records as required by district policy and state and federal law.

Supervises students and provides general assistance as needed to ensure safety and provide personal care and comfort.

- Guides students in developing and nourishing positive self-concept through active listening and providing accurate, positive, and constructive feedback.
- Assists students with mobility, including moving, positioning, and lifting students, as needed and as directed by the physical therapist, occupational therapist, or other special education or related service provider.
- Provides assistance to students in daily life skills, hygiene and toileting needs.
- Performs basic health needs such as catheterization and suctioning when required to support the student and under the direction and supervision of the Licensed School Nurse.

- Assists students with transportation needs including communicating with drivers and assisting with boarding, as requested.
- Responds appropriately to student needs and behavior.

Monitors, assesses, and supervises student behaviors to ensure behavioral management consistent with student IEPs or to reinforce appropriate behavior and learning within the classroom or other settings.

- Implements appropriate consequences for inappropriate behavior consistent with district philosophy, rules, and/or individual behavior plans.
- Instructs, models, and reinforces appropriate peer and other social interactions.

Performs other duties of a comparable level or type, as required.

- Attends training sessions, conferences, seminars, and district/departmental meetings as required.
- Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

### **Section III: Essential Skills Required to Perform Position Duties**

- Establishing and maintaining professional and courteous working relationships with staff, administrators, students, parents and guardians.
- Ensuring the use of culturally competent school system practices to meet the needs of each and every student.
- Supervising student behavior and responding consistently to appropriate and inappropriate behavior.
- Reading and interpreting documents, administrative policies, manuals, department guidelines, and operational procedures.
- Taking instruction and direction from licensed and administrative personnel and following classroom/program routines.
- Learning and applying academic materials needed for the reinforcement of class information or for tutoring students.
- Interacting with students and serving as a role model for learning and behaviors.
- Responding to student conflict and behavioral issues consistently and in accordance with district guidelines, disciplinary principles, and/or individual student plans.
- Promoting and reinforcing the acquisition or application of basic living skills or responses to health needs.
- Communicating effectively and following instructions.

### **Section IV: Minimum Work Requirements**

<b>EDUCATION/EXPERIENCE REQUIREMENTS:</b> <b>Minimum education and experience required for the position.</b>	At least two (2) years of study at an institution of higher education (a minimum of sixty (60) semester credits), or a passing score on the ParaPro assessment.
<b>LICENSE/CERTIFICATION REQUIREMENTS:</b>	No specific licenses or certification required upon hire.

### **Section V: Supervision Requirements**

<b>Title of Position Directly Supervised</b>	<b>Number of Employees</b>
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Total	0
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## Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand			x		Up to 10 pounds				x
Walk			x		Up to 25 pounds		x		
Sit		x			Up to 50 pounds		x		
Use hands to finger, handle or feel				x	Up to 75 pounds	x			
Reach with hands and arms		x			Up to 100 pounds	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl			x						
Talk or hear				X					
Taste or smell		x							

**Classification History:** Job description updated by ISD 273 Human Resources 5.2024.