

## Position Description

Position Title: Educational Assistant

Department: Special Education

Bargaining Unit: Yes

Reports To: Program Coordinator

FLSA Status: Non-exempt

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### Summary and Scope of Position

This position is accountable for providing assistance to licensed staff with instructional support and the general supervision and management of students. Under the direction of licensed staff this position will assist one or more students in accomplishing activities of daily living, health related functions, redirection and intervention of behavior, instructional activities, and other tasks as identified in student IEPs.

### Minimum Knowledge, Skills, and Abilities

- A. Education and Experience
  - a. Education
    - i. High school diploma
  - b. General Experience
    - i. Experience working with individuals in an environment that provides broad familiarity with and understanding of the characteristics and needs of individuals with exceptional needs
  - c. Substitution allowed
    - i. General Education Development (GED) certificate may substitute the high school diploma
  - d. Character Requirement Prior to Appointment
    - i. Thorough check of references and facts stated in the application
    - ii. Thorough background investigation
- B. Licensure, Certifications and Other Requirements
  - a. Valid State of Minnesota Driver License
  - b. Maintain certification in CPR and 1<sup>st</sup> Aid
  - c. Maintain certification in a verbal and physical intervention (ie: PCM, CPI)
- C. Knowledge, Skills and Abilities
  - a. Knowledge of relevant laws, rules, regulations, and District policies and procedures
  - b. Knowledge of cognitive, communicative, physical, social and emotional needs of students and the factors that influence these different needs
  - c. Knowledge of and respect for the diverse backgrounds (cultural, linguistic, environmental) of students and how these characteristics affect the student's life and learning
  - d. Ability to effectively communicate orally and written
  - e. Ability to work collaboratively with individuals from diverse backgrounds
  - f. Ability to collect and record performance data on students under the direction of a licensed teacher, while respecting student confidentiality and the laws regarding ethical practices of assessment
  - g. Ability to utilize learning styles theory in supporting instructional practices
  - h. Ability to establish and maintain rapport with students
  - i. Ability to draw on knowledge and resources regarding a variety of developmental and age-appropriate instructional methods, techniques, and materials when supporting the instruction of the licensed teacher
  - j. Ability to assist in adapting instructional strategies and materials according to the needs of the student, under the direction of a licensed teacher
  - k. Ability to assist adapting instructional strategies and materials according to the needs of the students, under the direction of a licensed teacher

- l. Ability to follow oral and written direction of licensed teachers, seeking clarification as needed
- m. Ability to assist and reinforce elements that support a safe, healthy, and effective teaching and learning environment
- n. Ability to use strategies that promote the student's independence
- o. Ability to prepare and organize materials to support teaching and learning under the direction of a licensed teacher
- p. Ability to effectively employ a variety of strategies that reinforce positive behavior
- q. Ability to collect objective and accurate information on student behavior to be provided to licensed professionals, as appropriate and under the direction of a licensed teacher
- r. Ability to reinforce the development of student social skills by using appropriate strategies to modify the environment
- s. Ability to participate as a member of the educational team when requested to attend conferences with families or primary caregivers, with an understanding of some of the concerns of parents
- t. Ability to use ethical practices for confidential communication about students
- u. Ability to be sensitive and respectful in communications regarding all children and families, regardless of differences in cultural heritage, lifestyle, values and home environment

### **Position Supervises**

None

### **Essential Functions**

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties performed.

- A. Under the direction of a licensed teacher, will educate students (one-on-one or small group)
- B. Provide assistance with individualized programmed materials
- C. Assist with group educational activities
- D. Carry out activities designed by the teacher
- E. Monitor supplementary work and independent work
- F. Confer and plan with licensed teachers
- G. Provide documentation to licensed teachers
- H. Provide daily living and personal care support to students who require assistance
- I. Assist the licensed teacher in observations, recording and charting behavior and goals
- J. Assist the licensed teacher with crisis situations and behavior management, including physical intervention/restraint of students if required
- K. Prepare materials for learning activities
- L. Prepare the environment for learning activities
- M. Participate in professional activities and meetings
- N. Utilize computers, assistive technology, and technology for individual or group student use
- O. Maintain the classroom for safety and cleanliness
- P. Supervise students in hallways, lunchroom, playground, field trips, etc.
- Q. Complete paperwork for third party billing as required
- R. Perform other comparable duties of a like or similar nature as assigned

## Working Conditions, Physical and Mental Requirements

Frequency: Place an "X" in each box that is appropriate to the job. % based upon frequency per shift.

NEVER (N) = 0% or never, OCCASIONALLY (O) = 1-33%, FREQUENTLY (F) = 34-66%, CONSTANTLY (C) = 67-100%

Physical	N	O	F	C	Physical	N	O	F	C
<b>What is moved?</b>					Grasping			x	
Computers/printers, binders, books		x			Twisting			x	
Desks, furniture, equipment			x		Repeat motion			x	
<b>Describe movement:</b>					Driving automotive equipment	x			
Lift, push, pull			x		Fingering/handling			x	
Lower, carry, reach above			x		Feeling			x	
Standing			x		Visual acuity: near			x	
Walking			x		Visual acuity: far			x	
Sitting			x		Depth perception			x	
Bending/stooping			x		Color discrimination		x		
Kneeling/duration			x		Peripheral vision			x	
Squatting			x		Talking				x
Climbing/height		x			Hearing				x
Balancing		x			Running		x		
Crawling/distance		x			Other	x			
Reaching above shoulder			x						
Reaching at or below shoulder			x						
<b>Physical Surroundings:</b>					<b>Environmental Conditions:</b>				
Cold (50 degrees F or less)		x			Chemicals	x			
Heat (90 degrees F or more)		x			Gases and fumes	x			
Exposure to abusive and/or offensive behavior and language			x		Confinement to small, restricted area		x		
Inside work				x	Exposure to unpleasant odor		x		
Office or classroom setting				x	Exposure to bodily fluids		x		
Outside work		x			Dampness	x			
Unprotected heights	x				Extreme noise, vibration	x			
Use moving machinery or equipment		x							
Driving a motor vehicle	x								

Mental Requirements and Stress of the Position: Place an "X" by all descriptions that apply to this job.

X Exposure to stressful situations, such as demanding students, visitors, public

X Must be able to concentrate on work tasks amidst distraction, such as distractions from telephone, customers, co-workers, etc.

X Must exert self-control in very difficult situations, such as individuals and/or situations may be difficult to deal with

Life threatening circumstances are likely to affect the incumbent and/or person served

*The above statements are intended to describe the general nature and level of work being performed by the employee assigned to the position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.*

*The Cannon Valley Special Education Cooperative is an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), the Cooperative will provide reasonable accommodations to qualified*

*individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Cooperative when necessary.*