

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

November 2008

SECTION I: GENERAL INFORMATION

Position Title: Educational Assistant – Instructional (Class II)	Department: Instruction
Immediate Supervisor's Position Title: Principal	FLSA Status: Non-Exempt
Band/Grade/Subgrade: B-2-3	Bargaining Unit: Educational Assistants Local #6030
Job Summary: Instructional Educational Assistants may assist students with a wide variety of activities; however, their primary responsibility is to assist the classroom teacher with instructional activities, including small group and one-on-one instruction, and assessment.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Assists teachers and students with instructional activities.
Percent of Time:	60	

Tasks involved in fulfilling above duty/responsibility:

- Assists students on a one-on-one tutoring basis with various instructional activities, including computers, art projects, reading, mathematics, alphabet skills, writing and spelling; provides students with various instructional drills and exercises.
- Provides for small-group instruction, in conjunction with teacher-prepared lesson plans.
- Administers make-up tests and lessons to students.
- Provides specialized instructional support in specific programs, such as Title I, Reading Recovery, Accelerated reading program, Challenge Math or Project Explore.
- Assists students in the lowest quartile with mastering basic skills; provides for enrichment activities for higher-level students. Assists students with developing research skills, including internet research, and making presentations; assists students with experiments.
- Assists with planning and implementing instructional activities that are grade appropriate.
- Works with students, for whom English is a second language, in such areas as vocabulary, pronunciation, word usage, sentence structure and grammar.
- Works with students with behavioral issues, with replacing unacceptable behavior with acceptable behavior; provides for alternatives.
- Utilizes technology and media to enhance student learning.

Duty/Responsibility No:	2	Statement of duty/responsibility: Provides clerical and administrative support for instructional staff.
Percent of Time:	15	

Tasks involved in fulfilling above duty/responsibility:

- Copies, collates and sorts various instructional materials.
- Trims and laminates student papers and instructional materials.
- Operates office equipment, as required, including book binders, die cutters, punch machines and paper cutters.
- Provides basic and limited maintenance for computers and other instructional equipment, as needed.
- Cleans instructional areas.
- Prepares bulletin board displays.
- Orders various curriculum and instructional materials for teachers.
- Manages the distribution of books and supplies.
- Assists teachers with the preparation of student folders.
- Files paperwork for later use in parent-teacher conferences, as well as from permanent student records.

Duty/Responsibility No:	3	Statement of duty/responsibility: Assists teachers with student assessment.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Assists the teacher with the daily evaluation of student assignments; corrects student papers.

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) AA degree or the completion of a combination of district training programs, experience, and course work of an equivalent nature and level to perform the requirements of the work
	less than high school diploma			
√	High school diploma or GED.			Major field of study or degree emphasis: Child development, human development, learning, behavioral management or a related area;
	1 year college		2 years college	
	3 years college		4 years college	
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none">Knowledge of basic math, reading, language and science
	2nd year graduate level			

	Doctorate level	<p>concepts pertinent to area of assignment.</p> <ul style="list-style-type: none"> • Knowledge of general learning concepts, theories and fundamentals. • Knowledge of child development fundamentals and concepts. • Knowledge of problem solving and conflict resolution techniques. • Knowledge of behavioral management strategies, crisis intervention and methods. • Knowledge of district policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences.
Required Work Experience in Addition to Formal Education/Training: No previous experience is required; at least three months experience working with children in an educational setting is preferred.		
Required Supervisory Experience: None		
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Ability to prioritize multiple tasks; excellent organizational skills. • Skill in supervising student behavior and applying consistent consequences for appropriate and inappropriate behaviors. • Skilled adapting lesson plans to the individual needs of students to facilitate their learning and to assist them in meeting any individual learning plans and objectives. • Ability to work independently with minimal supervision. • Ability to work with children individually, as well as in small groups, for purposes of instruction. • Ability to be patient with children. • Ability to follow a structured time schedule, while also remaining flexible. • Above average ability in mathematics, reading and spelling; ability to assess a child's reading level. • Excellent verbal communication and interpersonal skills, especially with students. • Ability to nurture children, especially younger ones. • Skilled at redirecting inappropriate student behavior into positive directions. • Good writing skills, especially regarding grammar, structure and punctuation. • Good decision-making and problem-solving skills. • Basic computer literacy and using specific software designed for instructional purposes; internet access, including using the internet for research purposes. • Ability to type and use various types of office machines such as a copier.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
	TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is generally performed in normal classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Some employees in this job classification may be exposed to blood-borne pathogens or other contagions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk / Fast Walk		√		
Sit: at various heights from floor to adult-sized chair			√	
Use hands dexterously (use fingers to handle, feel)		√		
Reach with hands and arms		√		
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk or hear				√
Taste or smell		√		
Physical (Lift & carry; push & pull): up to 10 pounds		√		
up to 25 pounds		√		
up to 50 pounds	√			
up to 75 pounds	√			
up to 100 pounds	√			
more than 100 pounds	√			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Other than normal vision, there are no special vision requirements for this job classification.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: