

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

November 2008

SECTION I: GENERAL INFORMATION

Position Title: Educational Assistant- Special Education Instruction	Department: Special Education
Immediate Supervisor's Position Title: Principal/Special Education Director	FLSA Status: Non-Exempt
Band/Grade/Subgrade:	Bargaining Unit:
Job Summary: Under the direction of licensed special education instructional and/or related services staff, the Educational Assistant –Special Education Resource Room assists one or more students with instructional activities, including one-on-one and small group instruction, and assessment.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Reinforces instructional material presented by the teacher with students individually or in small groups, as directed by the supervising teacher(s).
Percent of Time:	50%	

Tasks involved in fulfilling above duty/responsibility:

- Provides supplemental tutoring, guided practice and other instructionally relevant activities to students as directed by the supervising teacher(s).
- Provides assistance and support in adapting classroom curriculum to the instructional needs of each student by clearly repeating directions at a level the student understands, encouraging cooperation in classroom activities, communicating expectations, modifying tests or tasks into smaller steps, and assisting the student with the use of assistive technology.
- Assists the teacher with the daily evaluation of student assignments, corrects student papers, etc., as requested

Duty/Responsibility No:	2	Statement of duty/responsibility: Assists licensed staff in managing student behavior. Reinforces appropriate behaviors and maintains discipline in accordance with District policies and procedures, IEPs or behavioral intervention plans, as appropriate.
Percent of Time:	35%	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	3	Statement of duty/responsibility: Provides observational and other relevant information regarding student performance and behaviors to special education professional staff.
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Adheres to data privacy and other policies established by the Board of Education. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as apparent or assigned.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Attends training sessions, district and departmental meetings. Keeps abreast of changing developments, trends and educational technologies. 		

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.)	
less than high school diploma		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.	
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	x	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:	
2nd year graduate level			
Doctorate level			
<ul style="list-style-type: none"> Knowledge of basic math, reading, language and science concepts pertinent to area of assignment. 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:			

Required Supervisory Experience:	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • 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. • Applying rules, instructions and stated policies, procedures and IEP plans. • Developing a rapport with children and explaining concepts in a simple and understandable manner. • Using basic office equipment. • Writing routine correspondence, routine reports, memos, documents, charts or other materials. • Effectively presenting information in 1:1 and/or small group situation to students, parents, staff or other employees concerning district/program routines, policies, rules, learning principles, concepts and other lesson plans.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
	TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom and or resource room settings where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact.
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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			X	
Walk/Fast Walk		X		

