



Position Description

School District of Monroe

- JOB TITLE:** Educational Assistant
- CLASSIFICATION:** Hourly Support Staff
- JOB OBJECTIVE:** Provide support and assistance to certified teaching staff through working with students in classroom and non-classroom settings
- REPORTS TO:** Building Principal/assigned certified teacher(s)
- QUALIFICATIONS:** Associates degree or equivalent experience or ability to pass required DPI Title I academic assessment. Basic computer and social media skills. Positive attitude, interest in and ability to work collaboratively with children and staff. Physical dexterity and strength (lift at least 50 pounds) to assist in independently lifting and moving students.
- ESSENTIAL DUTIES:**
- Provide social, emotional, behavioral, and academic support to students in all activities throughout the school day
 - As directed by the certified teacher, assist students individually or in groups with academic projects and activities
 - Develop trusting relationships with students to foster a maximum learning and positive school experience
 - Accompany and supervise students as necessary throughout the building, and at recess, lunch, and off-site field trips
 - Provide feedback to the teacher on student progress and challenges
 - Complete simple errands within the building for students and teachers, on occasion
 - Participate in lesson plans development and preparation for classroom activities as requested by the teacher
 - Communicate with other teachers/administrators/support staff/parents as appropriate and requested by the assigned teacher

- Maintain a professional demeanor in all interactions with students and adults
- Serve as a positive adult role model during interactions with students
- Establish and utilize productive relationships with parents/guardians, students, staff, and community

ADDITIONAL DUTIES:

- Attend training/meetings for maintenance and improvement of needed skills
- Assist in maintaining student behavior at school events as requested.

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020.