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## POSITION DESCRIPTION

### Regular Education Educational Assistant

#### General Definition of Work

Performs human support work, and related work as apparent or assigned. Work is performed under close supervision.

#### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Essential Functions

- Tutors, reads with, and assists individual children and small groups of children to build comprehension and writing skills, reinforce learning concepts, and master assignments.
- Assists classroom teacher with classroom set-up and management during lessons, including assisting parent volunteers per teacher's direction.
- Assists teachers with clerical tasks such as copying, typing, book assembly, laminating, bulletin boards, inventory, correcting papers, etc.
- Supervises lunch room/cafeteria, halls, and playground/recess. Refers students for disciplinary action as necessary.
- Assist building staff with student behavior management individually or as a group to reinforce social and personal safety and goals.
- Assists or monitors students with special health needs and provides feedback to building staff.
- Assumes other duties as assigned.
- Regular and reliable attendance is required.

#### Knowledge, Skills and Abilities

- Ability to assist principal and teachers (under their direction and instruction) in the educational development of students to help promote their physical, mental, and social development.
- Assists to maintain smooth and efficient operation of the school in general.
- General knowledge of student educational needs in the classroom.
- Ability to take direction regarding student health and social needs to assist building staff.
- Clerical skills including use of office machines, word processing and data processing.
- Reading and math skills sufficient for classroom.
- General ability to maintain order in cafeteria and playground settings, and to interact well with students, parents, and staff.

#### Education and Experience

Associates degree or completion of at least two (2) years postsecondary study (at least 48 credits) or an instructional paraprofessional who met NCLB or ESSA hiring requirements in another district.

#### Special Requirement

First aid

#### Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing and walking and occasionally requires sitting, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities.

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## Environmental Conditions

This work occasionally requires exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

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The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, sex stereotypes, sex characteristic or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, ( as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities

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Classroom Support Staff Compensation Plan

FLSA Status: Non-Exempt

Last Revised: 1/2020

Stevens Point School District, Stevens Point, Wisconsin