



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Educational Assistant
Department / Location:	School Building
Reports to:	Building Principal
Employees Supervised:	None
Classification:	School Year
FLSA Status:	Non-exempt
Created / Revised:	February 2026
Board Approved:	N/A

Position Summary

Under the direction of the Building Principal, the Educational Assistant provides support to the teaching staff and students while performing a wide range of tasks.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

1. Provide active supervision to students in a school setting, including recess and lunch times, if applicable.
2. Provide academic and behavioral support.
3. Work as part of an educational team.
4. Monitor student progress towards goals.
5. Communicate proactively and effectively with other teachers and administrators.
6. Collaborate with colleagues, to provide a range of academic and social-emotional support to students in inclusive classroom settings.
7. Attend training and professional learning, as appropriate.
8. Assist in preparing and organizing instructional materials.

Knowledge, Skills and Abilities

Working Conditions

1. Indoor office environment.
2. School environment.

Physical Requirements

1. The person in this position needs to be able to move about the office.
2. The person in this position must be able to remain stationary for periods of time.
3. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
4. The person in this position must be able to converse with administrators, staff, and the public, and must be able to exchange accurate information with such individuals.
5. The person in this position must be able to review written materials in print and electronic formats.

Education and Experience

1. High school diploma or equivalent required.
2. Prior experience working with children is preferred.
3. Prior experience working as an Educational Assistant preferred.
4. Associates degree or 48 credits at a higher education level preferred.
5. Technology skills
6. Ability to contribute in a collaborative team environment.
7. Ability to connect with students.
8. Commitment to equity.
9. Bilingual skills are highly valued, but not a requirement for this position.

Licenses and Certifications

1. Certified or willing to be certified in First Aid/CPR.
2. Must meet the Wisconsin Department of Public Instruction's definition of a highly qualified paraprofession, or have the ability to obtain the necessary qualification

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.