

## **Educational Assistant Job Description**

*The primary role of Educational Assistants is to contribute to and enhance an effective learning environment by offering students personalized attention, instructional and behavioral support in accordance with St. Croix Preparatory Academy mission to develop each student's academic potential, personal character, and leadership qualities through an academically rigorous and content rich educational program grounded in a classical tradition.*

**Reports To:** Classroom Teacher and Lower School Principal

**Hours:** Part-Time

### **Essential Duties and Responsibilities:**

#### **Clerical (.25)**

- Prepares teaching materials (copies, cuts, laminates, etc) in an accurate and timely manner.
- Sorts, corrects, record, distributes student work and communicates meaningful information to teacher.
- Records data from assessments to be reviewed by the teacher.

#### **Management (.25)**

- Mirrors teacher and principal classroom management and techniques
- Maintains awareness of student behavior and safety
- Manages student behavior and safety
- Actively promotes positive interactions between students
- Reports student progress as appropriate to the teacher
- Utilizes intervention techniques designed by the instructional team

#### **Instructional Support (.50)**

- Mirrors teacher and principal instructional practices
- Delivers instruction as directed by teacher and principal
- Knowledgeably assists in whole group instruction
- Leads and manages some small group remediated instruction

### **Experience, Skills and Mindset Required:**

- An AA, AS, AAS (or higher) degree or two years post-secondary coursework (60 semester credits or the amount required to complete two years of full time enrollment as determined by the higher education institution attended), or passing score of 460 (or higher) on the ParaPro Assessment.
- Must understand the developmental levels of K-4 students and be child-oriented
- Must be personable, reliable and able to work within teams (K-4, grade level) to cooperatively and harmoniously meet the needs of all students.
- Maintain professional and technical knowledge by participating in professional development activities designed to familiarize and build skills related to the role of the Educational Assistant.
- Maintains professional and technical knowledge by attending monthly Educational Assistant meetings.
- Encourage a student mindset that all abilities will improve with hard work and dedication.
- Foster a love of learning and passion for knowledge
- Ability to maintain confidentiality about student information

- Willingly follows and supports SCPA policies and procedures
- Performs other duties as may be assigned