

## MSA Paraprofessional Education Assistant (EA)

The paraprofessional at MSA provides support to students requiring supervision and special assistance. This service may be required on a one-to-one or small group basis and is guided by an IEP. The EA provides support, explanation, reteaching and discipline.

**Required:** Bachelor of Science or Arts degree or a minimum of three years of paraprofessional experience with two years of education beyond high school.

**Preferred:** Teaching License/Short-Call Substitute License

**Schedule:** Student contact days from 12pm-4:15pm. Additional staff training/development days as assigned. IEP meetings as assigned.

**FLSA:** Non-Exempt

### **Reports to the MSA Special Services Coordinator.**

The duties below are not intended to be a comprehensive listing of all duties and tasks performed by those holding this type of position.

#### **Essential Duties:**

- Establishes a rapport with students and assists in learning lessons developed and presented by the teacher.
  - a. Explains and interprets class assignments
  - b. Decides when discipline should be instituted on a one-to-one or small group basis as directed by the classroom teacher
  - c. Provides learning and re-teaching of lessons as needed and as directed by the classroom teacher
- Chart student progress as directed
- Redirect students who are off-task
- Take notes in general education classes and create study guides as needed for targeted students
- Guide practice with social skills strategies
- Manage and chart student behavior and progress as directed
- Assist students with transitions between activities/classes
- Maintain confidentiality
- Advocate for student(s) to ensure IEP accommodations/modifications are occurring in the general education curriculum
- Be a positive role model, modeling school appropriate behavior at all times.

- Attend school sponsored training when appropriate.
- Assist special education teachers as directed.
- Provide communication between the classroom teacher and case manager.
- Communicate questions/concerns through proper channels.
- Communicate/alert case manager with student concerns, missing assignments.
- Additional duties as assigned.

**Miscellaneous Duties:**

- a. Promotes the MSA Mission and Vision in all communications and interactions.
- b. Embodies MSA Core Values in daily activities.
- c. Treats all students in an equitable manner.

**Physical Job Requirements:**

Physical requirements associated with the position can be best summarized as follows:

o Sedentary Work: Exerting up to 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Hazardous Working Conditions

- o Duties are performed in a typical school setting. There are minimal environmental hazards and risks associated with the nature of the work.

*Last revised 01/24/23*