

# Prodeo Academy

***Job Title: Educational Assistant***



## **POSITION DESCRIPTION**

Prodeo Academy St. Paul, a K-1<sup>st</sup> grade public charter school serving the Twin Cities, is a meaningful education solution that is closing the opportunity gap through data driven instruction in a culture based on a foundation of five core values: Perseverance, Respect, Integrity, Development and Enthusiasm. Shared expectations around these values enhance the opportunity for our scholars to reach their full potential. We are looking for team members committed to helping our students access greater opportunities, achieve future success, and contribute to the vitality of our community.

**Reports To:** Principal

## **VISION FOR POSITION**

The Educational Assistant is committed member of a school team that is closing the opportunity gap. The Educational Assistant serves as an academic or behavioral support to a student or a small group of students in the classroom. The Educational Assistant creates an inclusive and welcoming environment for our parents and scholars. This opportunity is ideal for someone who is energized by challenging work, looking toward a career in education long term, and is able to work collaboratively across lines of difference with an emphasis on cultural sensitivity and inclusiveness.

## **POSITION FUNCTIONS**

### **Essential Functions:**

- Implement instructional resources for a small group of children in the classroom
- Create positive educational climate for students
- Participate in ongoing professional development and coaching
- Modify lessons over the course of the school year to meet student needs
- Utilize curricula that reflects the diverse educational, cultural, and linguistic background of the students served
- Follow the school-wide behavior system
- Establish and maintain strong relationships with all children
- Maintain communication with students' parents or guardians
- Support accommodations during school-wide assessments
- Attend all school-wide meetings

### **Knowledge & Skills:**

- Demonstrated knowledge and ability to work effectively and relate comfortably with children and their families
- Ability to work independently and as a team member
- Strong organizational, planning and coordination skills - follows schedules carefully
- Ability to mediate, manage conflict and perform successful negotiations
- Maintains patience and composure during difficult situations.

**PERSEVERANCE   RESPECT   INTEGRITY   DEVELOPMENT   ENTHUSIASM**

- High level of computer competency in Windows environment required, and familiarity with search engines and search technology preferred.

## **SKILLS & REQUIREMENTS, DESIRED QUALIFICATIONS**

### **General Requirements**

- Education required: High school diploma, 2 or 4 year degree is preferred
- Other preferred qualities
  - Experience working with children
  - Proficiency in a second language such as Spanish or Karen preferred

### **Additional Requirements**

- Knowledge of MS Office (Word, Excel, Powerpoint)