

Position Title and Location: Educational Assistant (building) at Herrman Elementary

Duties of the Position:

1. Creates and maintains a positive learning environment by relating and working effectively with children.
2. Creates and maintains a positive, professional relationship with educators, administration, parents and community members.
3. To assist in the achievement of a deeply held partnership with the community that actively supports parents, students and families.
4. Assist the teacher(s) in preparation of assignments, including homework
5. Monitor student academic and behavioral progress
6. Effectively maintain accurate and complete records as assigned by teachers or administrators
7. Communicate the needs of students to teachers and administrators
8. Assist in lunchroom, hallway, playground, and bus supervision
9. Assist the teacher by accompanying class or group of students on field trips
10. Being an active member in monitoring and implementing building, classroom, and individual behavior policies and plans
11. Treat student and personnel information as confidential
12. Demonstrate flexibility and willingness to change to the demands of the job to meet the needs of the students
13. Will be required to complete DPI approved training in the administration of prescription and non-prescription medication. May be required to administer prescription and non-prescription medication to students in accordance with approved district procedures.
14. Other similar duties as assigned by building principals.

Special Skills Required:

1. High School Diploma or equivalent
2. Ability to communicate effectively, both orally and in writing.
3. Proficient computer, telephone and organizational skills.
4. Knowledge of Skyward.
5. Learn technology quickly and efficiently.
6. Meet the requirements of a highly qualified educational assistant as defined and required by district and state definitions.

Work Schedule of the Position: Seven hours per day-between the hours of 7:00 am and 4:00 pm. Position will follow the school year calendar.

Salary Placement: \$15.20 per hour or current wage

Anticipated Start Date: August 16, 2021

Application Deadline: 6/25/21

Contact Person: Toby Oswald, 608-487-4902, toswald@spartan.org

To Apply: INTERNAL APPLICANTS ONLY-Apply with a letter of interest