

## **Edina Public Schools Job Description**

### **Technology Paraprofessional – Educational Associate**

**Reports to:** Principal and Director of Media and Technology

**Purpose of Position:**

A Technology Paraprofessional assists students and employees with technical support of district technologies.

**Essential Duties and Responsibilities:**

- Provides student assistance.
  - Assists students in using instructional materials and district technologies.
  - Monitors student learning reporting results to teachers.
- Provides assistance in preparing the learning environment.
  - Installs, configures, and assesses district technologies.
  - Works with coworkers to determine and resolve technological issues.
  - Tutors or coaches students in technological areas.
  - Makes recommendations to procure needed technologies.
  - Performs regular maintenance on district-supported technologies.
  - Assists with the decommissioning of outdated technologies.
  - Maintains records as directed by supervisor(s).
- Provides teacher and other district employee assistance.
  - Trains and conducts orientations of employees on district technologies.
  - Assists the teacher in supplementary instruction to students, including one-on-one tutoring, practice in small groups, and general classroom assistance.
  - Suggests to teachers activities or approaches that may be appropriate for students based on personal observations.
- Ensures students are adhering to district policies.
- Attends in-services, workshops, and training programs as requested by the supervisor.
- Other duties as assigned.

**Required Qualifications:**

- Two years of post-secondary education.
- Working knowledge of and experience with computers, operating systems, software applications, and the internet.
- Ability to learn and apply behavioral management techniques with consistency and good judgment.
- Interest in working in a student population.
- Ability to learn of knowledge of district and school policies and procedures.
- Basic computer skills and ability to use a computer for word processing.
- Ability to effectively communicate with students and employees
- Ability to collaborate effectively with other employees.
- Ability to follow written and verbal instructions.
- Ability to anticipate and diffuse problems and disruptive situations.

**Preferred Qualifications:**

- One year of related experience, as determined by the district.
- A+ certification and/or other technology-related certifications or degrees.

**Additional Information:**

- Ability to lift and carry up to 50 pounds.
- Must be willing and able to work in the following conditions: indoor, outdoor, noisy, constant interruptions.