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Educational Assistant

Classification: Non-exempt

FTE: 1.0

Reports to: Special Education Director

Pay: \$17 - \$27/hr

Date of Job Description: April 2026

Summary

An Educational Assistant supports general education, intervention, and students on 504 and IEP plans in an online and face-to-face setting.

Essential Duties and Responsibilities include the following:

- This person may be asked to provide onsite student provision as assigned at BlueSky's Bloomington District Office location
- Provide online student support utilizing virtual conferencing software
- Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups
- Enforce BlueSky and class expectations with individual students
- Provide onsite student supervision
- Monitor student performance and assist in their completion of work
- Document and maintain student records as appropriate
- Maintain weekly office hours to communicate in person with students as needed
- Receive and promptly respond to student inquiries regarding grades, assignments, attendance, and course material
- Meet regularly with teachers to discuss assignments and classroom issues
- Work cooperatively with course teachers inside and outside of the classroom
- Support building emergency procedures and complies with all school policies and expectations
- Proctor student tests
- Attend staff and other relevant meetings as needed meetings
- Attend student field trips, as needed
- Perform other duties as assigned by supervisor

Work Environment

The position is online, but may be asked to come into the Bloomington office for in-person student assistance. The job operates in a professional office environment and routinely uses

standard office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 10 pounds.

Language Ability

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers, students, office staff, students, and the general public. Ability to respond effectively to the most sensitive inquiries or complaints.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Expected Hours of Work

This position allows for flexibility, however the employee must determine a weekly schedule and is expected to be available during those hours and must fall between 8:30 a.m. and 4:00 p.m. Monday through Friday.

Required Education and Experience

- High school diploma or equivalent

Must meet one of the following criteria

- Complete at least two years of study at an institution of higher education (minimum of 60 semester credits)
- Associate's degree or higher
- Demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instruction, reading, writing, and mathematics (minimum score of 460 on the ParaPro test)

Preferred Education and Experience

- Experience with Moodle and other digital tools preferred
- Prior work with at-risk youth preferred

Additional Eligibility Requirements

- Ability to problem solve, work independently, prioritize projects, and manage deadlines with little supervision.

EEO Statement

BlueSky is committed to providing equal employment opportunities and treatment for all employees and job applicants. In accordance with applicable law, BlueSky will not fail or refuse to hire any individual, discharge any individual, or otherwise discriminate against any individual by reason of the employees race, color, creed, religion, national origin, sex, disability, age, genetic information, marital status, sexual orientation, or status with regard to public assistance or on the basis of any status protected by state or local law for employees in the jurisdiction of such law.