Discovery Woods School

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Brainerd, MN 56401
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Position Description: Educational Assistant/Paraprofessional

Reports to: School Director and Special Education Lead
Location: Discovery Woods School
Salary Range: $17/hr starting
Position Type: Full-time (~32 hours/week)

Position Summary: Discovery Woods School is hiring educational assistants/paraprofessionals who enjoy working with children and are motivated to assist students in a school setting. The Education Assistant (EA) will work with students with special needs to support their Individual Education Plan in various settings.

Primary Duties and Responsibilities

Instructional Support:

- Assist with academic strategies designed by the special education and/or classroom teacher.
- Help students transition between activities, stay engaged, and follow directions.

Special Education & Individualized Support:

- Assist students according to their Individualized Education Programs (IEPs) or 504 plans.
- Support students with personal care, mobility, communication tools, or restroom/hygiene needs.
- Collect data and track student progress or behavioral responses for teachers to review.

Behavior Management:

- Monitor student behavior and reinforce positive behavior intervention plans.
- Guide and encourage appropriate social-emotional development and peer interactions.

Supervision & Safety:

- Supervise students during lunch, recess, field trips, and arrival/dismissal.
- Enforce school safety protocols and behavioral guidelines

Required Qualifications:

- Effective verbal, written, organizational, and interpersonal communication skills
- Ability to remain calm and professional in high-stress situations
- Experience working with preschool through middle school-aged students
- Computer Skills, namely Google Workspace.
- High School Diploma or General Educational Development (GED) and an Associate degree or college certificate related to the field

How to Apply:

Qualified applicants should send a resume and contact information for references to director@discoverywoods.com.

- Applicant materials will be accepted until the position is filled.
- Candidates selected for an interview will receive additional information.

DWS is dedicated to diversity in the workplace. All Veterans and Reservists are encouraged to apply. We are an Equal Opportunity Employer.