

This individual who fills this position is an employee of the Educational Service Center of Central Ohio assigned to Westerville City Schools.

Work schedule: 9 Months (185 Contract Days) Monday to Friday from 7:30 a.m. to 3:30 p.m. 7 paid hours per day.

Position Description: The person provides services to children with disabilities under the general direction of the student's teachers.

Education: Associate of Arts degree, or completed two years of study at an institution of higher education (48 semester or 72 quarter hours), or pass the Local ParaPro Assessment, or pass the Praxis II Test for Paraprofessionals
First Aid training, CPR, and crisis management
Minimum of two years previous experience desired

Essential Functions and Duties:

Assist disabled children with self care tasks including feeding, eating, dressing, toileting, washing and grooming.

Assist in first aid of minor classroom and playground accidents.

Assist disabled students in their mobility during their arrival, departure and attendance at school and outside the school.

Assist in routine health tasks and in making adjustments to disabled students' braces or adaptive equipment, after appropriate training.

Implement individual and classroom behavior management plans.

Assist students in mainstream situations as directed by the teacher.

Assist in preparing, cleaning and organizing the classroom for daily instruction.

Assist the teacher in developing and implementing activities to meeting IEP goals and maintain accurate records as directed.

Carry out instruction with individuals and small groups of children as directed by teacher.

Communicate effectively with the classroom teacher, administrative staff and students.

Attend in services as approved to increase knowledge and skills in working with disabled children.

When appropriate, assist in the duties necessary for aquatic program which includes dressing students and assisting students in the water.

Non-essential Functions:

Other Duties as assigned

Special Requirements:

Must meet eligibility requirements for obtaining Educational Aide Permit

Requires successful completion of BCI and FBI background checks

Equal Employment Opportunity Employer