

**AVON LAKE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: PARAPROFESSIONAL (NON-INSTRUCTIONAL) File 509B

Reports to: Principal and assigned teachers

Job Objectives: Performs a variety of personal care services that enable students with disabilities to participate in the educational program.

Minimum Qualifications:

- High school diploma
- Meets all mandated health requirements (*e.g., a negative tuberculosis test, etc.*).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and follows ethical standards of the profession including adherence to federal and state laws and School Board Policies.
- Crisis Prevention-Intervention Training (CPI) or similar training required or willing to be trained.
- Congenial disposition, diplomacy skills, and self-directed learning ability are required.
- Ability to physically assist students with disabilities (*e.g., mobility, transferring, positioning, restraint/seclusion, etc.*).
- Ability to deal with the public tactfully and courteously and to work harmoniously with the parents, students, and other employees.
- Maintains a valid Educational Aide Permit obtained from the Ohio Department of Education.

Note: Appointment may require successful completion of communicable disease, child abuse and neglect, CPR, first aid, and/or behavioral management training.

Essential Functions:

- Checks with supervisor to learn about the needs of assigned students.
- Seeks advice when expectations are unclear and follows administrative procedures.
- Offers help when students ask or their behavior suggests they need assistance.
- Helps with bus/van/car/cab loading and unloading procedures.
- Inspects harnesses, restraints, and other safety devices.
- Immediately corrects or reports unsafe conditions and/or defective equipment.
- Assists with student mobility needs and the use of assistive and/or augmentative devices.
- Provides health or personal related services by following prescribed medical plans and/or assists students with personal hygiene and grooming care (*e.g., feeding, toileting, catheterization, diapering, personal grooming, administering medications, changing colostomy bags, changing clothes, etc.*) as trained/delegated by a licensed health care professional.
- Respects personal privacy and maintains the confidentiality of privileged student information and records as required by law.
- Takes precautions to ensure safety, implements student behavioral plans, and does not leave students unsupervised.
- Reports student discipline problems, vandalism, and other related concerns.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Maintains a good grooming, professional appearance, and wears work attire and jewelry appropriate for the position.
- Must be able to work unsupervised and perform prescribed activities efficiently.

Abilities Required:	<p>The following personal characteristics and skills are important for the successful performance of assigned duties:</p> <ul style="list-style-type: none">• Promotes professionalism, contributes to a positive work environment, and performs other specific job-related duties as directed.• Accepts responsibility for personal decisions and conduct.• Reacts productively to interruptions and changing conditions.• Effectively uses listening, observation, communication, reading, verbal, nonverbal, and writing skills with students and staff members.• Possesses essential qualities of interest in helping children: ability to work cooperatively, flexibility, communication skills, positive attitude, consistency, friendliness, patience, sensitivity, confidentiality, and enthusiasm.• Exhibits consistency, resourcefulness, and resilience.• Exercises tact and self-control when dealing with students and other individuals.• Maintains an acceptable attendance record and demonstrates punctuality in reporting to work and the completion of assigned duties.• Participates in meetings, activities, and in-service training opportunities as directed and utilize information received to improve performance.• Interacts appropriately with students, staff, parents, and community members in a positive and professional manner.
Working Conditions:	<p>Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable:</p> <ul style="list-style-type: none">• Duties may require lifting, carrying, and moving work-related supplies/equipment.• Duties may require riding in a vehicle.• Duties may require traveling to meetings and work assignments.• Duties may require working in proximity to moving mechanical parts.• Duties may require working under time constraints to meet deadlines.• Potential for exposure to adverse weather conditions and temperature extremes.• Potential for exposure to blood-borne pathogens, communicable diseases, and bodily fluids.• Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.• Potential for interaction with aggressive, disruptive, and/or unruly individuals.• Frequent sitting, talking, hearing, and occasionally stand, stoop, kneel, reach, bend, crouch, crawl, lift, and an ability to adjust vision for close vision work.
Performance Evaluation:	<p>Job performance is evaluated according to the policy provisions adopted by the Avon Lake City School District Board of Education.</p> <p>The Avon Lake City School District Board of Education is an equal opportunity employer. This job description summary is subject to modifications in response to funding variables, new technologies, revised operating procedures, productivity factors, and unforeseen events.</p>