

**AVON LAKE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	PARAPROFESSIONAL (INSTRUCTIONAL)	File 509A
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:	<ul style="list-style-type: none">• Meets all mandated health requirements (<i>e.g., a negative tuberculosis test, etc.</i>).• 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.• Keeps current with technological advances and workplace innovations that support job functions.• Crisis Prevention-Intervention Training (CPI) or similar training required or willing to be trained.• Congenial disposition, academic/curricular knowledge commensurate to building level of assignment, diplomacy skills, and self-directed learning ability are required.• Ability to physically assist students with disabilities (<i>e.g., mobility, transferring, positioning, restraint/seclusion, etc.</i>).• Verification of successful completion of the Ohio Department of Education Parapro Assessment, Associates Degree or completion of two years of college education.• 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. <p><i>Note:</i> Appointment may require successful completion of communicable disease, child abuse and neglect, CPR, first aid, and/or behavioral management training.</p>	
Essential Functions:	<ul style="list-style-type: none">• 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.• Supports an inclusive educational environment and avoids being intrusive and solves student concerns discreetly.• Helps students with disabilities participate in appropriate learning activities as directed by and under the direct supervision of a teacher.• Assists with student mobility needs and the use of assistive and/or augmentative devices.• Lifts, moves, and positions students to take full advantage of each learning environment (<i>e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.</i>) assisting with student positioning as directed by the teacher or therapists.• Provides health or personal related services by following prescribed medical plans and/or assists students with personal hygiene and grooming care (<i>e.g., feeding, toileting, catheterization, diapering, personal grooming, administering medications, changing colostomy bags, changing clothes, etc.</i>) 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.• Provides one-on-one tutoring as assigned and helps maintain a safe learning environment for students.	

- Assists with classroom management (*i.e., organizing instructional, behavioral and other materials*) monitoring student conduct that may indicate a problematic situation and upholds the student conduct code.
- 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.
- Assists students with classroom instruction (*i.e., individual, small group, and large group*), demonstrating a flexibility to quickly change activities and/or approach taken with individual children.
- Provides support to the teacher with the implementation of IEP's for students with disabilities across classroom settings.
- Monitors students' progress by maintaining and collecting related data for individual students as directed and provides immediate feedback to teachers.
- Monitors and assists students in understanding teacher instruction.
- Provides accommodations/modifications as designated by Intervention Specialist/Regular Education Teacher.
- Works under the direct supervision of the regular classroom teacher/Intervention Specialist to enhance the participation of a learner with disabilities in the school environment.
- Must be able to work unsupervised and perform prescribed activities efficiently.
- Must be able to work independently in a regular classroom setting assisting students with special needs.
- Must be able to assist student with grade-level assigned curriculum.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties:

- 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.
- Completes paperwork and data collection accurately, verifying and correctly entering information.
- 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:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable:

- 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.
- While performing the duties of this job, the employee must be able to use a computer, tablet, keyboard, calculator, and telephone.
- 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:**

Job performance is evaluated according to the policy provisions adopted by the Avon Lake City School District Board of Education.

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.

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