

BEREA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	INTERVENTION ASSOCIATE	File 416
Reports to:	Director of Pupil Services, Building Principal and/or designee	
Job Objective:	Performs non-teaching classroom support and student personal care services as directed under the supervision of an assigned teacher.	
Minimum Qualifications:	<ul style="list-style-type: none">• Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).• Meets all mandated health screening requirements.• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.• Commitment to keep current with skills essential to the objectives of the position.• Consistently dependable and flexible. Open to performing new responsibilities.• Holds a valid state department of education permit appropriate for the assignment.• Ability to physically assist students with disabilities (e.g., mobility, transferring, positioning, physical restraints, etc.).• Ability to interact comfortably and confidently with the public.• Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Checks assignments. Carefully follows directions. Seeks clarification when expectations are unclear. Takes the initiative to perform routine tasks independently.• Works with small groups and/or individual students. Acquires basic proficiency in skills that support student needs.• Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.• Helps students with remedial and/or enrichment activities. Reinforces instructional objectives introduced by the teacher.• Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.• Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.• Assists with student mobility needs. Helps students use assistive and/or augmentative devices.• Assists therapists with standing frames, braces, changing clothing, tube feeding, etc. Helps incorporate assigned therapy activities into the daily schedule (e.g., stretching, speech assistance, exercises, etc.).• Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).• Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., lifting, changing sanitary items, diapering, toileting, etc.) as trained by a licensed health care professional.• Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.• Actively participates in programmed recreational activities as directed.• Supervises rest periods when applicable.• Monitors ill students until a parent/guardian arrives.• Prepares/maintains accurate records. Submits required paperwork on time.• Maintains the confidentiality of privileged information.• Takes precautions to ensure safety. Works with supervisors to manage or eliminate risk factors.• Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.• Works with the classroom teacher to address behavior problems (which may include de-escalation strategies or physical restraints).• Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).• Promotes the proper use and care of district property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.	

- Performs clerical work related to classroom activities. Prepares and distributes classroom materials. Maintains records as directed.
- Prepares classroom equipment for use (e.g., computers, media resources, etc.).
- Helps keep program areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

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

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Berea City School District Board of Education.

The Berea City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.