



TROTWOOD-MADISON CITY SCHOOL DISTRICT



JOB DESCRIPTION

Paraprofessional

Salary Schedule: Schedule L: Column II	Work Calendar: 187 Days	Daily Work Hours: 7 hours
Status: Full-Time, Bargaining, Classified, SERS	FLSA Status: Non-Exempt	Supervisor: Principal

Job Objective:

Performs a variety of classroom support and personal care services that will be responsive to each and every student and prepare them for future success. Provide academic and non-academic supports to ensure opportunity and access to each and every student.

Minimum Qualifications:

High School Diploma or GED.

Meet one of the following: Associate's Degree or higher, 48 semester hours, or passing score on the State Board of Education ParaPro Assessment.

Valid Ohio Department of Education Educational Aide Permit with the ESEA Endorsement.

Documentation of a clear criminal record.

Responsibilities and Essential Functions of the Position:

1. Checks with the teacher for instructions. Works with small groups and/or individual students. Seeks advice when expectations are unclear.
2. Upholds board policies, follows administrative procedures, and complies with the Employee Code of Conduct—Upholds computer technology acceptable use policies.
3. Promotes a favorable image of the school district.
4. Helps students with remedial and/or enrichment activities. Reinforces instructional materials introduced by the teacher. Maintains a positive learning environment.
5. Engage students in learning activities as defined through Ohio's Learning Standards under the direction of the teacher.
6. Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
7. Supports an inclusive educational environment. Helps students with disabilities participate in appropriate peer group activities as directed.
8. Assists with student mobility needs. Helps students use assisted and/or augmentative devices.
9. Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
10. Helps students with personal hygiene needs (e.g., toileting, catheterization, etc.) as trained by a licensed healthcare professional.
11. Helps feed students. Follows proper sanitation procedures to comply with all personal hygiene rules.
12. Actively participates in programmed recreational activities as directed.

13. Supervises classroom and non-instructional duties as assigned.
14. Monitors ill students until a parent/guardian arrives.
15. Respects personal privacy. Maintains the confidentiality of privileged information.
16. Maintains high standards and upholds the student conduct code.
17. Works with the classroom teacher to address persistent behavior problems.
18. Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).
19. Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
20. Reports evidence of suspected child abuse as required by law.
21. Performs clerical work related to classroom activities. Prepares and distributes teaching materials. Prepares classroom materials as directed.
22. Prepares classroom equipment for use (e.g., computers, media resources, etc.).
23. Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes classroom equipment as directed.
24. Participates in parent conferences, open houses, and other required school events.
25. Takes precautions to ensure student safety. Does not leave students unsupervised.
26. Attends and/or supports extra-curricular activities.
27. Participates in meetings and professional growth opportunities as directed, as well as actively pursues professional growth and development.
28. Accepts personal responsibility for decisions and conduct.
29. Wears appropriate work attire and maintains a professional appearance.
30. Strives to develop rapport and serve as a positive role model for others.
31. Performs other specific job-related duties as directed.

Ability Requirements:

Demonstrates professionalism and maintains a positive work attitude.
Acts in accordance with the professional code of ethics.
Delivers a positive work environment and engenders staff enthusiasm.
Skillfully manages individual, group, and organizational interactions.
Communicates effectively using verbal, nonverbal, and writing skills.
Organizes tasks and manages time effectively.
Performs repetitive tasks effectively.
Averts problem situations and intervenes to resolve conflicts.
Maintains an acceptable attendance record and is punctual.
Willingness and ability to assist students with toileting and feeding needs.
Travels to meetings and work assignments.

Working Conditions:

Potential for exposure to bloodborne pathogens and communicable diseases.
Potential for interaction with disruptive and/or unruly individuals.
Exposure to adverse weather conditions and seasonal temperature extremes.
Duties may require operating and/or riding in a vehicle.
Duties may require lifting, carrying, or moving work-related supplies/equipment.
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Duties may require standing, reaching, bending, crouching, and/or kneeling.
Duties may require working under time constraints to meet deadlines.
Duties may require working during the evening and/or weekend.

Performance Evaluation:

Job Performance is evaluated in accordance with the policies adopted by the Trotwood-Madison City Schools Board of Education.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The responsibilities, essential functions, and requirements listed above are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential functions of the position.

Trotwood-Madison City Schools is an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and district needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity/expression, veteran status, or any other status protected under federal, state, or local law."

By signing this job description, I am signing that I understand the requirements/expectations for my position.

Paraprofessional

Date