

JOB DESCRIPTION
Special Needs Preschool Classroom Assistant

Title: Preschool Classroom Assistant

Reports To: Preschool Teacher, Director of Special Education and Pupil Personnel, Director of Operations

Employment Status: Full Time and/or Part Time

FLSA Status: Non-Exempt

Qualifications:

1. High School Diploma or equivalent
2. 18 years of age or older and must have and maintain a valid driver's license
3. State of Ohio Educational Aide Permit.
4. Must meet Highly Qualified Paraprofessional requirements.
5. Good health, high moral character, and good attendance record
6. Take pride in personal appearance and maintain good personal hygiene
7. Good organization and collaboration skills
8. High energy level and ability to handle tasks simultaneously
9. Knowledge, skills, and experience related to working with young children, including children with special needs
10. Professional tact, diplomacy and flexibility with administrators, staff, teachers, students, parents, and the community
11. Ability to take initiative to do tasks and activities in the classroom
12. Must be able to reach, bend, crouch, kneel and reach
13. Must be able to lift/move up to 50 pounds (i.e., pushing a child on a bike, positioning children, moving/rearranging furniture, carrying materials, etc.)
14. Must have vision and hearing capabilities to effectively supervise and instruct young children
15. Meet the legal requirements relative to a criminal background check
16. Must complete Hepatitis B vaccination series (3) or sign a waiver
17. Must obtain and maintain Bloodborne Pathogens and clinic training
18. Must obtain and maintain CPR/AED, First Aid, Communicable Disease, Child Abuse Awareness and CPI certifications
19. Must meet the legal requirements relative to a criminal background check

General Description:

Work collaboratively with the professional staff in providing early childhood special education services in a center-based program

Essential Functions:

1. Ability to establish and maintain a positive and professional relationship with co-workers, students, and parents; cultural sensitivity and ability to relate well and effectively in a diverse workplace and with a diverse client population

JOB DESCRIPTION – Special Needs Preschool Classroom Assistant (continued)

2. Check mailbox and e-mail daily
3. Assist in planning and implementing educational programs in the classroom
4. Prepare educational materials for students at the request/direction of the teacher
5. Assist in planning and implementing special activities for the class
6. Work jointly with the teacher and support staff to meet individual needs of students and reinforce skills
7. Implement lesson plans and make adaptations as needed and approved by teacher/therapists
8. May require working with children who are medically fragile or terminally ill
9. May require visiting children's homes with poor environmental conditions
10. Assist with the implementation of behavioral intervention strategies
11. Assist in the evaluation of student progress
12. Be proficient in technology that is necessary for normal job duties/responsibilities (e-mail, website access, computer usage with children)
13. Participate in parent-teacher conferences, team meetings, and home visits as requested
14. Encourage and support students in developing independence
15. Adhere to the philosophy and discipline/behavior management policies in the classroom
16. Take part in professional growth activities (i.e. in-services, ODE trainings, conferences) in order to keep abreast of improvements, innovativeness and changes in the area of professional responsibility
17. Adhere to established State regulations, local policies and procedures and follow proper channels in seeking answers to concerns/problems
18. Assist the teacher in maintaining site-licensing requirements
19. Assist children with personal care needs (i.e., toileting, diapering, positioning, hand washing, feeding, etc.)
20. Assist the teacher in record keeping
21. Travel to meetings and trainings in the area
22. Attend meetings/trainings outside of the regular work hours
23. Duties may require working under time constraints
24. Supervise the children and carry out activities in the temporary absence of the teacher
25. Attending meetings/trainings outside of the regular work hours
26. Demonstrate professional behavior with a strong adherence to confidentiality
27. Subscribe to the annual evaluation procedure
28. Assist with other duties as assigned by the teacher or supervisor
29. Perform other duties pertinent to operation as assigned by the Superintendent or the Superintendent's designee
30. Abide by all Xenia Community School policies

Other Duties and Responsibilities:

1. Must complete all additional required district staff development within 60 calendar days of notification

JOB DESCRIPTION – Special Needs Preschool Classroom Assistant (continued)

ADDITIONAL WORKING CONDITIONS:

- This position is identified in the Xenia Community Schools Bloodborne Pathogens Exposure Control Plan as Designated First Aid Provider. A working condition of this position is occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a motor vehicle under inclement weather conditions
- Occasional interaction among unruly children
- Occasional interaction with hostile and/or aggressive individuals

Revised: February 13, 2012