

CENTERVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: PARAPROFESSIONAL (CLASSROOM)

File 509

Reports to: Assigned administrator/supervisor

Job Objective: Provides program support services aligned with student learning objectives.

Minimum Qualifications:

- Valid Ohio Department of Education license/permit as determined at the time of appointment.
- 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).
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.).
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed.

Physical Demand Level¹: Light to medium strength (frequently lifting/carrying 11 to 25 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, stooping, and using a traditional keyboard.

¹ Abridged listing of U.S. Department of Labor physical demand characteristics.

Note: Legally acceptable alternative qualifications, additional assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Performs non-teaching support services as an active member of the educational team.

- Respects the educational environment. Avoids disrupting building activities.
- Reinforces instructional objectives initiated by the teacher or intervention specialist.
- Assists individuals and small groups of students with intervention and/or enrichment activities.
- Works with staff to identify student intervention strategies most likely to be effective.
- Communicates rules to students (i.e., behavioral expectations and non-compliance consequences).
- Supports developmentally appropriate behavioral expectations. Helps students assimilate into the school environment. Helps implement authorized student accommodations as directed.
- Attends to personal care needs of students consistent with legal, health, and safety requirements.
- Sets up equipment as directed. Distributes classroom materials. Keeps program areas orderly.
- Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, using instructional/media resources, etc.).
- Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, changing clothes, toileting, etc.
- Administers medications, performs emergency procedures, and prepares documentation as trained.
- Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
- Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).
- Prepares records as directed. Complies with district records retention and disposal policies.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Ensures the veracity and security of confidential information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.

- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and, to protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.