



Tipp City Exempted Village Schools

Vision

Tipp City Schools, in partnership with the community, fosters a culture of learning that values tradition and innovation, empowering all students to be respectful and responsible citizens with integrity.

Mission

Tipp City Schools cultivates positive relationships, embraces diversity, provides opportunities, and supports high expectations for every student.

Employment Opportunity Description **Educational Assistant**

This description may not have all the tasks and responsibilities that are expected of the individual(s) placed in this position for our school system, and, as with many professions, the terms outlined here are subject to change over time.

The **Educational Assistant** is responsible for providing educational, behavioral, social/ emotional, and communication support in the educational setting to assist staff in meeting the needs of students to establish a safe and positive learning environment. The educational assistant works under the supervision of the teacher and other instructional leaders. Additional competencies and details are provided below.

Essential Duties and Responsibilities

- Follow administrative procedures and uphold Board policy
- Assist teachers in their teaching duties and other general responsibilities, such as lesson planning and preparation, instructional support, organizing activities, etc.
- Provide classroom management support and one-on-one student support as necessary, in conjunction with other instructional team members
 - Work directly with educators, librarians, related service providers, and guidance counselors to provide appropriate interventions for students
 - Collaborates on a regular basis to ensure consistency of best practices and supports with integrity
- Provide direct services for behavior and personal care support
- Is visible and accessible to building staff and students during times of crisis as well as during instructional periods, lunch, specials, transitions between classes, and before/ after school if necessary (within contracted time)
- Provide immediate feedback to lead teacher when classroom interventions need adjustment and assistance is necessary
- Assist in the implementation of behavioral modification techniques as needed in a fair and consistent manner in order to promote positive behavioral patterns
- Assist teachers with administrative tasks, such as maintaining student information, attendance, progress reports, behavior reports, etc.
- Help teachers oversee students in the classroom and provide student supervision in lieu of teacher's presence
- Ensure proper handling and upkeep of educational materials, supplies, equipment, etc.
- Maintain objectivity, professionalism, and confidentiality w/students/parents
- Provide instruction to the student in a variety of individual and small group activities for the purpose of reinforcing instructional objectives and ensuring the student's access to his/her least restrictive environment
- Intercept negative behaviors utilizing appropriate approaches for the purpose of diffusing confrontations and minimizing disruptions
- Exercise self-control and perseverance when dealing with students
- Follow all district policies and procedures
- Participate in and/or provides staff training programs
 - Read professional literature and attends seminars, academic classes or workshops to enhance professional knowledge and skills in areas such as, but not limited to, behavior support systems, data collection

procedures for Individual Educational Plans, conditions of developmental disabilities

- Attend and participates in staff and committee meetings to obtain and provide information
- Complete required annual training via Public School Works
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings

Minimum Qualifications

- High School Diploma or equivalent
- Educational Aide permit through the Ohio Department of Education

Physical Demands & Working Conditions

- Physical Demands – While performing the duties of this job, the employee is regularly required to speak and hear. The employee is required to have dexterity of hands and fingers. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee is required to sit or stand for extended periods of time. They may be occasionally required to bend at the waist, kneel or crouch. While performing the duties of this job the incumbent is seated or walking at will and must be able to push, pull, lift and carry items under 25 pounds on occasion.
 - The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
- Working Conditions – Generally acceptable working environment with moderate exposure to disagreeable conditions and elements, including possible interactions with impolite and/or aggressive students and adults. Exposure to such conditions and elements may cause the environment to be disagreeable for moderate periods of time. There may be some consequences on psychological well-being and minor impact on physical safety. Accidents are improbable outside of minor injuries, such as cuts, scrapes, or bruises.

Educational Assistant Competencies: *Dependability, Integrity, Empathy, Confidentiality*

Knowledge

- Knowledge of approaches to student behavior and daily fluctuations in intensity
- Knowledge of relevant equipment, policies, procedures, and strategies to protect people, data, and property
- Knowledge of principles and processes for providing customer and personal services
- Knowledge of human behavior and performance; individual differences in ability, personality, learning, and motivation

Skills

- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Skilled in giving full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate
- Skilled in monitoring/Assessing performance of yourself and other individuals to make improvements or take corrective action
- Skilled in communicating effectively in writing as appropriate for the needs of the audience
- Skilled in being aware of others' reactions and understanding why they react as they do

Abilities

- The ability to be flexible and patient
- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- The ability to apply general rules to specific problems to produce answers that make sense
- The ability to tell when something is wrong or is likely to go wrong
- Abilities that influence the capacity to manipulate and control objects with fingers, hands, or limbs
- Abilities that influence visual, auditory, and speech perception
- Abilities that influence the acquisition and application of knowledge in problem solving

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

A TRADITION OF EXCELLENCE

Tipp City Schools has high expectations for its students and employees. The district seeks to hire and maintain strong, passionate educators, administrators, and support team members who are committed to the district's vision and mission and equipped to provide a well-rounded education for all students. Tipp City Exempted Village Schools is committed to a work and school environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Board of Education expects that all relationships among persons in the district, including interactions with visitors and contractors, will be free of explicit bias, prejudice and harassment.

Tipp City Schools ensures equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. We prohibit any such discrimination or harassment, require reporting of all perceived incidents of discrimination or harassment, and protect against retaliation for reporting such incidents.

I, _____, hereby have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I agree to fulfill the work obligations during assigned work times. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor, a member of the hiring team department, or superintendent-designee. I have discussed any questions I may have had about this job description prior to signing this form.

Employee (Signature)

Date

Supervisor/HR Department Staff/Witness (Signature)

Date