

Educational Service Center of Central Ohio
Job Description

TEACHER ASSISTANT

Minimum Qualifications:

- Valid Ohio Aide Permit
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Ability to support the needs of students with disabilities
- Requires successful completion of periodic renewal of state-mandated and Center training requirements (eg, communicable disease, child abuse, Crisis Prevention and Intervention (CPI), etc.)
- Preschool assignments require 30 hours of Ohio-approved professional Development every two years.
- This assignment may require a valid driver's license and completion of van driver training.

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisites and ongoing qualifications to be covered by the service center's insurance carrier

FLSA Classification: Non-Exempt

Reports To: Director of Student Services and Coordinator of Special Education.

Job Objectives: To support students identified as having a disability in an effort to provide them with academic, physical, and emotional support to gain full benefit from the special education program.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance or intended to be all-inclusive."

- Assist students in the completion of classroom activities, routines of the classroom, classroom management, school activities, implementation of IEP services, behavior plans, data collection, and other duties, as assigned by the Intervention Specialist.
- Assist in the preparation of classroom materials, displays, and individual student accommodations and modifications, sanitize equipment as directed, and help maintain an orderly and clean classroom.
- Assist students in general education classes, provide support as needed or indicated on the IEP.

- Supervise non-classroom activities as directed (arrival, departure, lunch, recess, etc.)
- Support the implementation of instructional, assistive, and other types of technology; assist with mobility needs.
- Seek professional growth and learning opportunities to advance knowledge and skills.
- Use effective classroom management strategies to create a safe, positive, and engaging learning environment; and is responsible for the care, custody, and supervision of students.
- Follow prescribed medical plans and/or assist students with personal hygiene care (e.g., toileting, catheterization, feeding, etc.) as trained by a licensed health care professional.
- Uphold board policies, follow administrative guidelines, strictly adhere to HIPAA and FERPA, abide by the acceptable use policy, uphold the student code of conduct, report to child protective services as mandated, respect personal privacy, and maintain confidentiality of privileged information.
- Maintain high ethical standards, exhibits professionalism, self-control, flexibility, satisfactory attendance/punctuality, dependability, accepts responsibility for decisions and conduct, promotes a favorable image of the Agency, etc..
- Adapt to unique circumstances and factors such as travel, extended hours, student behaviors, lifting/transferring students, transporting students using Agency vans, etc.
- Complete other duties as assigned by the Superintendent or his/her designee.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require using a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluations:

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO.

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

Terms of Employment:

Each staff member shall be a role model for students to conduct themselves as citizens and responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

The employees are responsible for maintaining proper certification/licensure and initiating the renewal process in sufficient time to receive the updated certificate/license before the present certificate/license expires.

The Educational Service Center of Central Ohio Governing Board does not discriminate based on race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

July 2025