

**EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY
JOB DESCRIPTION**

JOB TITLE: Educational Aide

QUALIFICATIONS: High School Diploma
Educational Aide Permit issued by the Ohio Department of Education (ESEA endorsement if required)

REPORTS TO: Supervisor or designee

CONTRACT: 9 Months

JOB DESCRIPTION:

1. Perform assigned duties (caring for personal needs, diapering, assisting in feeding, dressing, etc.).
2. Implement specific job responsibilities (busing, building arrival and dismissal routines, implementing lessons, documentation/record keeping, inventory etc.).
3. Demonstrate effective communication skills and understand the role in communicating with parents, students and staff (confidentiality, documentation etc.).
5. Display an enthusiastic and positive attitude in all interactions.
6. Display evidence of professional development.
7. Follow all licensing and program requirements.
8. Present a professional appearance.
9. Willingly accept and carry out assignments with an awareness of child development.
10. Perform routine tasks efficiently.
11. Display concern for students' health and safety (maintains physical order of the classroom, room safety, first aide, etc.).
12. Participate actively as a team member (contributes to planning, monitoring, and implementing plans/strategies, IEP attendance as necessary).
13. Additional duties and responsibilities as assigned by the Supervisor or designee.

PROFESSIONAL RESPONSIBILITIES REQUIRED:

1. Demonstrates professionalism and contributes to a positive work environment.
2. Organizes tasks and manages time effectively.
3. Skillfully manages individual, group, and organizational interactions.
4. Effectively uses verbal, nonverbal, writing, and listening skills.
5. Averts problem situations and intervenes to resolve conflicts.

6. Exhibits consistency, resourcefulness, and resilience.
7. Exercises self-control and perseverance when dealing with students/staff/public.
8. Completes paperwork accurately. Verifies and correctly enters data.
9. Maintains an acceptable attendance record and is punctual.

Revised: 8/20/21, 5/19/17, 11/2008