

**EUCLID BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |  |
|---------------------------|--|
| <b>Position:</b>          | Paraprofessional   |
| <b>Reports to:</b>        | Title 1/PD Coordinator   |
| <b>Employment Status:</b> | Regular  |
| <b>FLSA Status:</b>       | Non-Exempt   |
| <b>Description:</b>       | Assist elementary (K-5) classroom teachers in implementing educational programming |
| <b>Note:</b>              | The below lists are not ranked in order of importance                              |

**Essential Functions:**

- Ensure safety of students
- Compile and maintain records and reports on intervention services
- Interact in a positive manner with staff, students and parents
- Attend required meetings and in-services
- Demonstrate competency as related to paraprofessional assignments and knowledge of child development and management
- Assist teachers in all phases of instruction, i.e., maintain resources; prepare and maintain participating student folders and/or other required data; maintain inventory of supplies, materials and equipment; utilize computer to establish and maintain student data
- Facilitate small group math and reading lessons designed by appropriate teacher or administrator
- Meet general requirements, responsibilities and duties as noted in Board policy

**Other Duties and Responsibilities:**

- Prepare reports as requested
- Perform other duties as assigned by the Building Administrator and/or Title I/PD Coordinator
- Must attend pre-school workshop – up to five (5) full days
- Must participate in on-going professional development
- Must attend/participate in quarterly collaboration meetings
- Will be provided with planning time to coincide with the regular classroom teachers
- Perform other duties within the scope of the job as requested by the Title 1 Coordinator or Building Principal

**Qualifications:**

- High school diploma or general education degree (GED)
- HQT status required

**Required Knowledge, Skills, and Abilities:**

- Knowledge of various academic areas and teaching methodologies
- Demonstrated knowledge or experience in supporting the implementation of curriculum programs and student achievement
- Knowledge of academic area and teaching methodology
- Record keeping skills
- Classroom management skills
- Experience working with children
- Training in varied instructional methods
- Basic computer skills
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to be flexible and adaptable to changing situations
- Basic first aid

**Equipment Operated:**

- Computer
- Copy machine
- Printer
- Telephone
- Fax machine
- Calculator
- Typewriter
- Laminator
- Ellison machine

**Additional Working Conditions**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days, except calamity days
- Frequent interaction among unruly children
- Occasional requirement to travel
- Frequent and regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional requirement to carry, lift, push and pull items up to a maximum of 50 pounds

**Required Testing**

Pre-Employment Physical (preschool only)

**Certificates**

ODE Educational Aide Permit

**Continuing Educ./Training**

Public School Works annually as directed by BOE  
If holding preschool position – PD as mandated by the State

**Clearances**

Fingerprint/Background Clearance

**Evaluation:** Performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding evaluation of support staff personnel.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

---

Signature

---

Date

Adoption date: 3/2013