

Fairfield County Educational Service Center

JOB DESCRIPTION

Title: Paraprofessional/Classroom Assistant

Qualifications:

- Two years of study at an institution of higher education; an associate degree or higher; or passing score on State Parapro Assessment
- Experience working with students, preferred
- Valid Aide Permit
- Required criminal background check
- Meets USCIS I-9 Employment Eligibility Verification
- Appointment may require successful completion of online training courses in areas such as, but not limited to: communicable disease, child abuse, CPR, first aid, student privacy, behavioral management training, etc.

Reports To: Classroom Supervisor

Job Goal: Assist teacher with classroom instruction and monitor students as assigned. Provide support to the teacher/staff so children may meet their individual educational objectives and/or achieve the skill levels of the class as a whole. Effectively assist the teacher in managing the classroom and individual students' behavior to maintain a good learning environment.

Performance Responsibilities:

1. Assists the teacher with the daily preparation, care and organization of equipment and materials for classroom instruction.
2. Assists the classroom teacher in the implementation of each child's individual education plan.
3. Assists students with mobility, physical and clothing needs such as positioning, feeding, toileting, diapering, and getting on and off transportation vehicles (if necessary).
4. Assists in maintaining classroom environment conducive to learning and free of health and safety hazards.
5. Works with students both individually and in small groups.
6. Assists with, but not limited to, recess supervision, restroom breaks, assemblies, emergency drills, and in other in-school non-classroom locations.
7. Helps students operate computer and/or other specialized equipment.
8. Assists the teacher with record-keeping tasks.
9. Assists in social and extracurricular activities.
10. Provides appropriate motivation and reinforcement with the children.
11. Attends parent and staff meetings as requested by the teacher or supervisor.
12. Attends professional growth training sessions and initiate independent study (as necessary).
13. Alerts the teacher and supervisor to any problem or information concerning an individual student.
14. Maintains a high level of ethical behavior and confidentiality of information about students as is expected of licensed individuals.
15. Guides independent study, enrichment work, and remedial work assigned by the teacher.
16. Provides other health/care needs, as necessary
17. Maintains professional standards of dress, conduct, and parent/staff interactions.
18. Exercises self-control and perseverance when dealing with students
19. Performs other school-related duties at the request of the classroom teacher or as approved and/or assigned by the Fairfield County ESC Supervisor or Superintendent/Designee.
20. Complies with policies and procedures established by the Fairfield County ESC and the Licensure Code of Professional Conduct for Ohio Educators.

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Required Knowledge, Skills, Attitudes, and Other Responsibilities

1. Ability to work effectively with others.
2. Ability to communicate ideas and directions clearly and effectively both orally and in writing.
3. Organizational and problem solving skills.
4. Ability to generate correspondence independently.
5. Respects confidences shared by the staff and operates in a discreet manner in all related matters.
6. Assist in registration of students, as necessary.
7. Process paperwork, as necessary.
8. Assist with classroom inventories.
9. Assist with room cleanup.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of vehicle under inclement weather conditions
3. Occasional alternative/flexible hours/days.
4. Occasional travel.
5. Occasional interruption of duties by staff and/or telephone.
6. Occasional interaction with aggressive, disruptive and/or unruly individuals, and may need to assist with behavior management.
7. Occasionally required to assist and lift children with mobility, medical, and physical needs, and occasionally assist with getting children on and off transportation vehicles.

Note: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent supervisor, appointing authority.

Superintendent or designee

Date

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.

Employee Signature

Date

Board Approved: (June 6, 2017)