

PAINESVILLE CITY LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>PARAPROFESSIONAL: EMOTIONAL DISTURBANCE (ED)</b>	<b>File 514</b>
<b>Reports to:</b>	Principal and Director of Student Services	
<b>Job Objectives:</b>	Works collaboratively to perform a variety of classroom support services to help students achieve productive learning experiences.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· Holds an Ohio Educational Aide Permit</li><li>· Meets all mandated health requirements.</li><li>· A record free of criminal violations that would prohibit public school employment.</li><li>· Satisfactory pre-employment drug-screening test. Complies with drug-free workplace rules.</li><li>· Keeps current with technology and other workplace innovations that support job functions.</li><li>· Self-directed and able to learn required skills for the position.</li><li>· Training in physical restraint and behavioral management techniques.</li><li>· Congenial disposition and strong interpersonal skills.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Checks with the teacher for instructions. Works with small groups and/or individual students. Seeks advice when expectations are unclear.</li><li>· Proctors assessments as directed.</li><li>· Upholds board policies and follows administrative guidelines/procedures.</li><li>· Promotes a professional image of the school district.</li><li>· Helps students with remedial and enrichment activities. Reinforces content introduced by the teacher. Maintains a positive learning environment.</li><li>· Offers help when students ask or when their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.</li><li>· Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities and regular educational activities.</li><li>· Actively participates in programmed extracurricular activities as directed.</li><li>· Monitors ill students until a parent/guardian arrives.</li><li>· Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.</li><li>· Maintains high standards for student conduct. Upholds the student conduct code.</li><li>· Works with the classroom teacher to address persistent behavior problems. Charts student behavior as directed. Encourages a positive outlook, reliability, punctuality, active participation, cooperation, accountability, etc.</li><li>· Follows all training protocols and exercises caution when a student needs to be physically restrained. Employs de-escalation techniques to facilitate student recovery from bouts of escalated behavior and to avoid circumstances requiring restraint.</li><li>· Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>· Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).</li><li>· Performs bus monitoring duties as directed.</li><li>· Promotes the proper use and care of school property. Reports student discipline problems, vandalism, or other related concerns to the teacher and/or principal.</li><li>· Reports suspected child abuse and/or neglect to civil authorities as required by law.</li><li>· Performs clerical work related to classroom activities. Prepares and distributes teaching materials. Checks papers and scores tests as directed.</li><li>· Prepares classroom equipment for use (e.g., computers, media resources, etc.).</li><li>· Helps keep the classroom and storage areas orderly (e.g., stores equipment, shelves books, etc.).</li><li>· Participates in after-school programs (e.g., open houses, etc.) as directed.</li><li>· Participates in staff meetings as directed. Completes annual training requirements and provides written documentation to the state.</li><li>· Strives to develop rapport and serve as a positive role model for others.</li><li>· Performs other specific job-related duties as directed.</li></ul>	

<b>Abilities Required:</b>	<p>The following personal characteristics and skills are important for the successful performance of assigned duties.</p> <ul style="list-style-type: none"><li>· Demonstrates professionalism and contributes to a positive work environment.</li><li>· Acknowledges personal responsibility for decisions and conduct.</li><li>· Works cooperatively to support a successful team effort.</li><li>· Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.</li><li>· Reacts productively to interruptions and changing conditions.</li><li>· Averts problem situations and intervenes to resolve conflicts.</li><li>· Uses self-control, perseverance, and physical skill to manage students.</li><li>· Lifts, carries, and/or moves work-related supplies/equipment.</li><li>· Performs activities that may require reaching, crouching, and/or kneeling.</li><li>· Maintains an acceptable attendance record and is punctual.</li><li>· Travels to meetings and work assignments.</li></ul>
<b>Working Conditions:</b>	<p>Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.</p> <ul style="list-style-type: none"><li>· Potential for exposure to blood borne pathogens and communicable diseases.</li><li>· Potential for interaction with disruptive, unruly, and/or menacing individuals.</li><li>· Exposure to adverse weather conditions and seasonal temperature extremes.</li><li>· Duties may require operating and/or riding in a vehicle.</li><li>· Duties may require Van Certification (MS/HS).</li><li>· Duties may require detailed paperwork.</li><li>· Duties may require dispensing medications.</li><li>· Duties may require working under time constraints to meet deadlines.</li><li>· Duties may require working during the evening and/or weekend.</li></ul>
<b>Performance Evaluation:</b>	<p>Job performance is evaluated according to the policy provisions adopted by the Painesville City Local School District Board of Education.</p>
<b>Terms of Employment:</b>	<p>The current negotiated agreement adopted by the board of education provides information about compensation and the number of working days.</p> <p>The Painesville City Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.</p>
<b>Revised:</b>	<p>October 17, 2020</p> <p>I have reviewed the duties outlined in this job description. I accept responsibility for performing these duties to the best of my ability and will strive to improve future performance under the direction and guidance of the assigned supervisor.</p>

---

Employee's Signature

---

Date

---

Supervisor's Signature

---

Date