

PAINESVILLE CITY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	PARAPROFESSIONAL: CROSS CATEGORICAL/ONE-ON-ONE	File 511
Reports to:	Principal and Director of Student Services	
Job Objectives:	Performs a variety of classroom support and personal care services to help students achieve productive learning experiences.	
Minimum Qualifications:	<ul style="list-style-type: none">· Holds an Ohio Educational Aide Permit· Meets all mandated health requirements.· Valid Van certification (HS/MS).· A record free of criminal violations that would prohibit public school employment.· Satisfactory pre-employment drug-screening test. Complies with drug-free workplace rules.· Keeps current with technology and other workplace innovations that support job functions.· Self-directed and able to learn required skills for the position.· Ability to physically manage students with disabilities.· Congenial disposition and strong interpersonal skills.	
Essential Functions:	<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">· Checks with the teacher for instructions. Works with small groups and/or individual students. Seeks advice when expectations are unclear.· Proctors assessments as directed.· Upholds board policies and follows administrative guidelines/procedures.· Promotes a professional image of the school district.· Helps students with remedial activities. Reinforces materials introduced by the teacher. Maintains a positive learning environment.· Offers help when students ask for or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.· Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities and standard regular education activities.· Actively participates in programmed recreational activities as directed.· Monitors ill students until a parent/guardian arrives.· Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.· Maintains high standards for student conduct. Upholds the student conduct code.· Works with the classroom teacher to address persistent behavior problems.· Assists with student mobility needs. Helps students use adaptive equipment.· Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of working surfaces, etc.).· Helps students with personal hygiene and/or medical needs (e.g., toileting, catheterization, etc.) as trained by a licensed healthcare professional.· Helps feed students. Follows proper sanitation procedures to comply with all personal hygiene rules.· Supervises rest periods when applicable.· Monitors ill students until a parent/guardian arrives.· Administers medication as trained by a licensed healthcare professional.· Respects personal privacy. Maintains the confidentiality of privileged information.· Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).· Performs bus monitoring duties as directed.· Reports suspected child abuse and/or neglect to civil authorities as required by law.· Promotes the proper use and care of school property. Reports student discipline problems, vandalism, or other related concerns to the teacher and/or principal.· Performs clerical work related to classroom activities. Prepares and distributes teaching materials. Checks papers and scores tests as directed.· Prepares classroom equipment for use (e.g., computers, media resources, etc.).· Helps keep the classroom and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes classroom equipment as directed.	

- Participates in after-school programs (e.g., open houses, etc.) as directed.
- Participates in staff meetings as directed. Completes annual training requirements and provides written documentation to the state.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Works cooperatively to support a successful team effort.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves work-related supplies/equipment.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

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

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require detailed paperwork.
- Duties may require dispensing medications.
- Duties may require exposure to cleaning solvents, air borne particulates, and odors.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Painesville City Local School District Board of Education.

Terms of Employment: The current negotiated agreement adopted by the board of education provides information about compensation and the number of working days.

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.

Revised: October 17, 2020

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.

Employee's Signature

Date

Supervisor's Signature

Date