

WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: PARAPROFESSIONAL (EDUCATIONAL AIDE)

File 506

Reports to: Assigned administrator/supervisor

Job Objective: Enhances student achievement by assisting the classroom teacher with student instruction or schedule consistent with the district mission and legal requirements.

Minimum Qualifications:

- Valid state department of education license/permit as determined at the time of appointment.
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Nonviolent Crisis Intervention (CPI) or similar training may be required for some assignments.

Physical Demands: Duties may require lifting/moving up to fifty pounds while providing physical assistance to students with disabilities.

Essential Functions:

1. Arrives prepared to start working on time. Follows established sign in/out procedures. Complies with program and/or building work hours/schedules.

- Performs non-teaching support services as a collaborative member of the educational team.
- Prepares/distributes classroom materials.
- Prepares program equipment for use (e.g., computers, media resources, etc.).
- Keeps program areas orderly.
- Cleans/maintains equipment as directed.
- Helps with classroom records and data collection. Verifies the accuracy of information as directed.
- Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed by the teacher and/or intervention specialist in accordance with IEP or 504 Plan.
- Assists individuals and small student groups with remedial or enrichment activities.
- Reinforces instructional objectives introduced by the teacher/intervention specialist.
- Supports an inclusive educational environment. Helps students assimilate into the school environment. Helps implement classroom accommodations as directed by the teacher.
- Works with program staff to identify student assistance strategies most likely to be effective.
- Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, use of instructional/media resources, etc.).
- Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
- Attends to student concerns discreetly when assistance is requested.
- Assists students with personal care (e.g., changing clothing, diapering, toileting, etc.) as trained by a health care professional. Follows standard hygiene/sanitation procedures.
- Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.

- Updates personal skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior and suspected child abuse or neglect.
- All staff members serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Staff has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

The Willoughby-Eastlake City School District offers equal opportunity employment without regard to race, color, national origin, ancestry, religion, sex, age, disability, military status and any other legally protected category.

This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties.

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Employee performance is evaluated according to board policies/regulations, administrative guidelines/procedures, current negotiated agreements and applicable law.

This document is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.