

**LIMA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>CATEGORY #4- CLASSROOM AND/OR BUS PAPAPROFESSIONAL</b>	<b>File 508 - D</b>
<b>Reports to:</b>	Director of Special Education, Supervisor of Transportation and Principal	
<b>Job Objective:</b>	Performs a variety of classroom support and student personal care services as directed under the supervision of a classroom teacher. Monitors and assists students during bus trips.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· Ohio Department of Education aide certificate. Meets mandated state and federal qualification (i.e., completion of requisite higher education credit hours/courses, approved degree, or successful passage of a sanctioned professional standards test).</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· A record free of criminal violations that would prohibit public school employment.</li><li>· Complies with drug-free workplace rules and board policies.</li><li>· Keeps current with advances in technology and workplace innovations that enhance productivity.</li><li>· Consistently dependable. Flexible outlook. Accepts new responsibilities/assignments willingly.</li><li>· Ability to physically assist students with disabilities (e.g., mobility, transferring, positioning, etc.).</li><li>· Ability to interact comfortably and confidently with the public.</li><li>· Ability to lift a minimum of fifty pounds.</li><li>· Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.</li><li>- Current employee under contract with the Lima City School District.</li><li>· Physical ability to safely lift and manage preschoolers and students with disabilities.</li><li>· Ability to cope with stressful traffic, weather conditions, and passenger distractions.</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.</li><li>- Seeks advice when expectations are unclear. Acquires basic proficiency in skills that supports student needs (e.g., sign language, finger spelling, etc.).</li><li>· Upholds board policies and follows administrative guidelines/procedures.</li><li>- Refers district policy/procedure questions to administrators/supervisors.</li><li>· Monitors students on an emergency basis when the teacher is called away from the classroom.</li><li>· Advances the district's professional image.</li><li>- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns.</li><li>· Facilitates community partnerships and school-sponsored activities that enhance student learning.</li><li>· Helps students with remedial and/or enrichment activities. Reinforces instructional objectives introduced by the teacher.</li><li>- Maintains a positive learning environment.</li><li>· Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.</li><li>· Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.</li><li>· Assists with student mobility needs. Helps students use assistive and/or augmentative devices.</li><li>· Inspects harnesses, belts, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.</li><li>· Assists therapists with standing frames, braces, changing clothing, tube feeding, etc. Helps incorporate assigned therapy activities into the daily schedule (e.g., stretching, speech assistance, exercises, etc.).</li><li>· Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).</li><li>· Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.</li><li>· Helps feed students.</li><li>- Complies with personal hygiene rules and standard sanitation procedures.</li><li>· Supervises rest periods when applicable.</li></ul>	

- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Participates in crisis outburst training. Assists the teacher in controlling students' physical and emotional outbursts. Works with the classroom teacher to address persistent behavior problems.
- Assists the teacher with playground duty. Actively participates in programmed recreational activities as directed.
- Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, field trips, library, computer lab, etc.).
- Assists with bus loading and unloading procedures.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Performs clerical work related to classroom activities. Prepares and distributes classroom materials. Maintains records as directed.
- Prepares classroom equipment for use (e.g., computers, media resources, etc.).
- Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Participates in crisis outburst training. Assists in controlling students' physical and emotional outbursts. Works with staff/administrators to address persistent behavior problems.
- Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Provides assistance in the classroom and building as directed.
- Assists with bus loading and unloading procedures.
- Communicates bus rules to students. Keeps supervisors informed about persistent behavior problems.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Learns about individual students needs from available resources (e.g., staff, parent/guardian, etc.).
- Performs personal care services for students as directed
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Assists with passenger loading/unloading. Operates the wheelchair lift. Checks and fastens seat belts. Secures wheelchairs and other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment.
- Learns proper procedures to assist students during emergency bus evacuations.
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Learns how to operate fire/safety equipment.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- 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.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working  
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City 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. Rev. 8/18