

**LONDON CITY SCHOOL DISTRICT**  
JOB DESCRIPTION

**Title:** **EDUCATIONAL AIDE** **File 502**

**Reports to:** Teacher and Building Principal

**Job Objectives:** Performs a variety of support services to help students achieve productive learning experiences. Provides direction and encouragement to help students pursue their intellectual, social, and emotional potentials. Provides personal care assistance. Promotes the inclusion of students with disabilities into regular classrooms and school activities. Uses each contact with the public as an opportunity to promote a positive impression of the school district.

**FLSA Status:** Non-exempt

**Minimum Qualifications:**

- High school diploma or equivalent.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Successful completion of a criminal background investigation.
- Holds or is qualified to obtain an Educational Aide Permit.
- Ability to learn appropriate skills for the position.
- Ability to physically manage students with disabilities.
- Ability to learn and use basic sign language techniques when needed.
- Demonstrates maturity and the ability to work with students and their families.

**Responsibilities and Essential Functions:** The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Learns the purpose and proper procedures to perform all assigned duties. Seeks advice when expectations are unclear.
- Works with individual and/or small groups of students. Receives instructions and follows a prescribed educational plan or procedural guideline as directed by the teacher.
- Helps students with class assignments, homework, special projects, and makeup activities. Checks papers and scores tests as directed.
- Reinforces materials introduced by the teacher. Supervises independent study or remedial activities. Helps maintain a learning environment that stimulates interest, enthusiasm, and inquisitiveness about subjects and events.
- Helps students understand their personal responsibility for achieving academic and success. Nurtures students who require alternative approaches to learning. Collaborates with staff to ensure that services are provided in the least restrictive educational environment.
- Helps the substitute teacher understand the regular classroom routine and the individual needs of students.
- Performs routine clerical work and record keeping duties related to classroom activities. Helps with the preparation of classroom materials. Operates duplicating equipment. Distributes supplies.
- Helps prepare bulletin boards and displays.
- Cleans up and organizes work and storage areas. Helps keep the classroom orderly (e.g., store equipment, shelve books, clean spills, etc.). Follows standard sanitation procedures to maintain clean classroom equipment.

- Learns to operate and prepare classroom equipment for use (e.g., computers, media resources, etc.).
- Assists in the computer lab. Prepares equipment for use. Ensures that students use age appropriate software for the assigned tasks. Works with students on computer skills. Helps keep the computer lab orderly.
- Supports student progress with appropriate emotional development and interpersonal relationships. Helps students change attitudes and behaviors.
- Encourages a positive outlook, cooperation, active participation, accountability, dependability, consistent attendance, punctuality, etc.
- Offers help when students ask for or their behavior suggests they need assistance. Avoids being intrusive. Allows students to seek their highest degree of independence. Solves student concerns discreetly.
- Works with the classroom teacher to address persistent behavior problems. Carries out behavior modification plans to help students achieve performance objectives.
- Reports evidence of suspected child abuse as required by law.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.
- Helps students with medical and/or physical needs as trained by a licensed health care professional (e.g., personal hygiene, toileting, catheterization, transfers, mobility, lifting, carrying, etc.).
- Learns to operate personal assistive devices. Recognizes when problems may be developing. Immediately corrects or reports malfunctions or unsafe conditions.
- Helps position students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of working surfaces, etc.).
- Helps feed students. Observes all personal hygiene requirements for the preparation and handling of food.
- Actively participates in recreational and leisure activities associated with the assigned student's educational program.
- Supervises mandated rest periods when applicable.
- Monitors ill students until a parent/guardian arrives.
- Helps students with clothing and cleanup routines.
- Helps with school bus arrivals and departures (e.g., student supervision, physical assistance, operating the wheelchair lift, etc.).
- Provides close supervision and takes reasonable precautions to ensure student safety. Does not leave students unsupervised.
- Monitors and controls student behavior during assigned activities (i.e., field trips, indoor/outdoor recess, lunchroom duty, library and computer lab use, etc.).
- Helps communicate school rules to students. Maintains high standards for student conduct. Upholds the student conduct code according to district policy. Protects the due process rights of students.
- Strives to develop rapport with students, staff, parents, and the public. Responds to requests and complaints promptly and tactfully. Offers and accepts constructive suggestions diplomatically. Respects the personal confidences and privacy needs of individuals.
- Promotes the proper use and care of school property. Helps keep track of school supplies and equipment assigned to students.
- Encourages parent organizations and supports student activities as time permits.
- Participates in staff meetings and professional growth activities as directed.
- Participates in after-school programs (e.g., open house, etc.) as directed.

- Serves as a role model for students in how to conduct themselves as citizens and as

responsible, intelligent human beings. Helps instill in students the belief in and practice of ethical principles and democratic values.

- Performs other specific job-related duties as directed.

**Characteristics and Abilities:**

The following items denote the essential aptitudes and physical skills required to successfully accomplish assigned responsibilities.

- Demonstrates professionalism and exemplary personal conduct.
- Displays enthusiasm and promotes a positive learning environment.
- Uses interpersonal skills to promote a favorable image of the school district.
- Works cooperatively to support a successful team effort.
- Expresses ideas effectively using verbal, nonverbal, and writing skills.
- Carries out prescribed actions efficiently with limited supervision.
- Lifts, moves, and/or positions children. Helps students use mobility devices (e.g., wheelchairs, walkers, crutches, etc.) and adaptive equipment.
- Performs activities that may require stooping, kneeling, and/or crouching.
- Intervenes to avert problem situations and resolve conflicts. Restrains distraught students.
- Lifts, carries, and/or moves classroom supplies and equipment.
- Travels to meetings and work assignments.
- Maintains an acceptable attendance record and is punctual.

**Working Conditions:**

Exposure to the following conditions 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.
- Interaction with disruptive and/or unruly individuals.
- Exposure to student exuberance and commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may involve operating and/or riding in a vehicle.
- Duties may involve working under time constraints to meet deadlines.
- Duties may involve dispensing medications and exposure to personal hygiene products, cleaning solvents, and chemical vapors.
- Duties may involve wearing protective clothing and/or safety equipment.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the London City School District Board of Education.

The London City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and Federal mandates. The board requires that employees remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout their employment in the district. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to negotiated agreements, funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.