

## **LORAIN CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION: EDUCATIONAL PARAPROFESSIONAL** (formerly Bilingual Teacher Aides, Elementary Teacher Aides, Intervention Aides, Montessori Aides, Secondary Teacher Aides, and Title I Aides.)

**FLSA STATUS:** Non-Exempt

#### **OSHA RESPONSIBILITIES:**

1. Knows and uses safe work procedures.
2. Recognizes job hazards and takes proper precautions to assure personal, as well as fellow employee and public safety.
3. Informs his/her supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
4. Actively participates in safety program and training.
5. Immediately reports accidents, injuries and near misses to his/her supervisor.
6. Reports to work in a condition to be able to work safely.
7. Follow school district's Safety Plan.
8. Attends all scheduled training sessions.

#### **QUALIFICATIONS:**

1. Associates Degree or completion of a minimum of two years of college education or verification of successful completion of a formal state or local assessment.
2. Ability to deal with the public tactfully and courteously and to work harmoniously with parents, students, and other employees.
3. Pass state mandated criminal check.
4. Pass school district's substance abuse test.
5. Ohio Department of Education Educational Aide Permit (Annually).
6. Any other relevant qualifications as determined by the School Board.

**RESPONSIBILITY:** Reports to assigned administrator (assigned duties and areas of responsibility by administrator).

**JOB GOAL:** To ensure the academic success of all students.

#### **PERFORMANCE RESPONSIBILITIES: Essential Job Functions**

1. Work with students, individually and in small groups.
2. Aid students with their tasks, read to students, conduct activities that work to maintain previous teaching.

3. Promote good social relationships between children.
4. Recognize weaknesses and strengths in student performance and track student performance data.
5. Monitor student progress periodically under the direction of the child's teacher.
6. Consult teachers about student progress (strengths and weaknesses).
7. Accompany and supervise students on educational field trips.
8. Assist with supervising students as required in large groups and unstructured activities.
9. Assist assigned teacher in all areas of classroom management and instruction.
10. Review papers, assemble instructional materials and bulletin boards under the supervision of assigned teacher.
11. Demonstrate punctuality in reporting to work and in the completion of assigned duties.
12. Demonstrate a reliable attendance record.
13. Accept criticism and correction positively.
14. Maintain good grooming and personal appearance.
15. Maintain confidentiality of student information and records as required by law.
16. Ensure adherence to good safety procedures.
17. Participate actively in meetings, activities, and inservice training opportunities and utilizes information received to improve performance.
18. Interact appropriately with students, staff, parents, and other community members in a positive and professional manner.
19. Follow federal and state laws as well as School Board policies.
20. Willingness to follow classroom schedules, behavior plans and school policies as developed by Lorain City Schools.
21. Help maintain a clean and safe learning environment for the students.
22. Perform such other functions as directed by the supervisor that are reasonably related to the employees' responsibilities.

#### **PHYSICAL AND ENVIRONMENTAL RESPONSIBILITIES OF THE JOB**

1. Physical demands to perform the job.
  - a. Required to lift, climb, kneel, stoop, sit and bend over.
  - b. Ability to hear acutely, corrected or uncorrected.
  - c. Ability to reach above horizontal plane.
  - d. Ability to speak and be understood is required.
  - e. Ability to see, corrected or uncorrected is required.
2. Environmental demands to perform the job.
  - a. Potential exposure to human blood, bodily fluids, tissue or other potentially infectious materials.
  - b. Ability to perform essential job functions with light to heavy background noise.
  - c. Potential exposure to unruly students or adults.

**TERMS OF EMPLOYMENT:** As per the Collective Bargaining Agreement with OAPSE Chapter 120.

**EVALUATION:** By assigned administrator with input from teachers.

Except in a special needs classroom, a paraprofessional may from time to time, be expected to remain in a classroom with students in the absence of a licensed teacher provided that the paraprofessional shall not engage in educational instruction and shall not be alone for longer than thirty (30) minutes. If the paraprofessional is in a special needs classroom there shall be two (2) employees (one of which is a paraprofessional) in the classroom in the absence of a licensed teacher. This does not apply to Instructional Center Paraprofessionals and In-School Assignment Paraprofessionals.