

LORAIN CITY SCHOOL DISTRICT

JOB DESCRIPTION

POSITION: SPECIAL EDUCATION PARAPROFESSIONAL (formerly Reader Guides and Special Education Teacher 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 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. Demonstrates an understanding of behavior modification.
7. Possess an understanding of the development characteristics of the multi-handicapped and/or autistic child.
8. A willingness to learn alternative modes of communication to work with individual needs.
9. Any other relevant qualifications as determined by the School Board.

RESPONSIBILITY: Reports to assigned administrator with input from teacher (assigned duties and areas of responsibility by administrator).

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

PERFORMANCE RESPONSIBILITIES: Essential Job Functions

1. Assist students with classroom instruction (individual, small group and large group).
2. Demonstrate a willingness to participate in and attend all field trips and community experiences (includes overnights and evenings on occasion).
3. Demonstrate a flexibility to quickly change activities and/or approach taken with individual children.
4. Assist students with routine daily activities such as feeding **needs**, toileting, **restroom and** diapering **services**, personal grooming **and hygiene needs**, and changing clothes.
5. Coordinate and assist students when moving between areas; carrying out student positioning as directed by the teacher or therapists, a maximum assist lifting of 50 pounds may be required (i.e. 150 pound Student would require three people).
6. Escort students to and from bus, special classes, restroom and lunch, when appropriate.
7. Document all classroom programs, data gathering, documents and tracking tools that are utilized.
8. Provide support to the teacher with the implementation of IEPs for special needs students.
9. Distribute instructional materials to students, clean and maintain materials, equipment and room as directed.
10. Maintain data collection for individual students as directed by the teacher; provide feedback to teachers and parents as instructed.
11. Assist student in understanding teacher instruction by interpreting for the student or whatever other means are necessary.
12. Demonstrate, when necessary, knowledge of CCTV recorders and LP materials.
13. Ability to use Braille, when necessary.
14. Demonstrate punctuality in reporting to work and in the completion of assigned duties.
15. Demonstrate a reliable attendance record.
16. Accept criticism and correction positively.
17. Maintain good grooming and personal appearance.
18. Maintain confidentiality of student information and records as required by law.
19. Ensure adherence to good safety procedures.
20. Participate actively in meetings, activities, and inservice training opportunities and utilizes information received to improve performance.
21. Interact appropriately with students, staff, parents, and other community members in a positive and professional manner.
22. Follow federal and state laws as well as School Board policies.
23. Willingness to follow classroom schedules, behavior plans and school policies as developed by Lorain City Schools.
24. Help maintain a clean and safe learning environment for the students.
25. 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.