

Mahoning Valley Regional Council of Governments - ESCEO  
*Employee Position Description and Responsibilities*

<b>Position Title:</b>	<b>Classroom Educational Aide for Multiple Disabilities &amp; Emotionally Disturbed Classrooms</b>
<b>Category:</b>	Classified; FLSA Applies
<b>Compensation:</b>	Hourly, insurance coverage, and fringe benefits as per the current Mahoning Valley Regional Council of Government (MVRCOG) Board Policy.
<b>Education/Degree:</b>	High school diploma or equivalent.
<b>Reports to:</b>	Classroom Teacher
<b>Supervises:</b>	None
<b>Job Goal:</b>	The Classroom Educational Aide will function as the assistant to the special education teacher in order to facilitate the implementation of the IEP small groups and individual settings. The classroom Educational Aide will assist the teacher in meeting program goals.
<b>Qualifications:</b>	<p>The following qualifications and guidelines:</p> <ul style="list-style-type: none"><li>• Excellent oral and written communication skills.</li><li>• Educational Aide Certificate with ESEA Qualified Endorsement.</li><li>• Complete and obtain a positive BCI and FBI fingerprint background check.</li><li>• Experience in Proficiency with computer applications, including Google Applications, Microsoft Office, spreadsheet and database programs.</li><li>• Exceptional organizational and communications skills.</li><li>• Abilities to promote positive internal and external customer relations.</li><li>• Alternatives to the above as approved by the Governing Board.</li></ul>

**POSITION SPECIFIC PERFORMANCE RESPONSIBILITIES:**

1. Reinforce curricular and behavioral activities assigned by the teacher with small group or individual student.
2. Construct instructional materials, forms, other program materials.
3. Assist with non-instructional tasks as assigned (filing, supplies, duplication, etc.).
4. Assist the group within the classroom and while moving throughout the building.
5. Assist with implementation of classroom behavior management program and with individual programs specified in students' IEPs.
6. Assist with classroom record-keeping (attendance, progress charts, data collection, observation, formal and informal assessment, student work, homework folders.)
7. Assist bus drivers with loading and unloading of students from bus.
8. Assist with preparation, organization, and maintenance of classroom before and after arrival of students.
9. Assist substitute teachers.
10. Handle medical emergencies with students and request assistance when needed.
11. Assist on vocational sites (in-school and community sites), community visits, and field trips.
12. Supervise students in lunchroom, snack, recess, and restroom activities.
13. Attend staff meetings as required.
14. Maintain confidentiality of student information as a member of the student's educational team.
15. Complete internal training and other certifications as directed by Supervisor.
16. Follow procedures of school and of ESC of Eastern Ohio.
14. Any other duties assigned by the Superintendent.

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**REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:**

1. Regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of ESCEO, school district , and other committees and teams
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO and its service schools with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors
11. Maintains confidentiality in all job related discussions and communications.

**OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:**

1. Possesses a valid state issued Driver's License and/or government issued ID.
2. Reads, analyzes and interprets data and reports.
3. Writes reports, correspondence and other appropriate communication.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes task, requirements and expectations in order to perform to a standard of excellence in service.

**WORKING CONDITIONS:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to adverse weather conditions and temperature extremes.
11. Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
12. Potential for exposure to blood-borne pathogens and communicable diseases.
13. Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Mahoning Valley Regional Council of Governments (MVRCOG).*

*The MVRCOG is an Equal Opportunity Employer. The MVRCOG does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.*

**I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.**

Signed, \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_