

# MAUMEE BOARD OF EDUCATION

## JOB DESCRIPTION

**Title:** 6.03 Paraeducator

**Reports to:** Designated Certificated Staff Member, Principal, Director of Educational Services, Assistant Superintendent, Superintendent

**ELSA Status:** Non-Exempt

**Qualifications:**

1. Minimum age of 18 years with a high school diploma or equivalent.
2. Valid driver's license.
3. Possess or obtain an Ohio Educational Aide Permit.
4. Must meet at least one (1) of the following requirements:
  - a. Passed the ParaPro Assessment Test
  - b. Completed at least 2 years of study at an institution of higher education
  - c. Obtained an Associate's (or higher) Degree
5. Possess or obtain Crisis Prevention Institute (CPI) certification.
6. Previous experience working with children is desirable.
7. Ability to perform reading and writing tasks with students.
8. Ability to support students in developing coping strategies.
9. Technology experience and willingness to learn new technologies.
10. Demonstrate the ability to work in cooperation with students, adults, and the general public.
11. Ability to function independently.
12. Good health, high moral character, and good attendance record.
13. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
14. Possess a tolerant and pleasant personality under sometimes demanding work situations.
15. Ability to follow and document procedures on individual student plans.
16. Ability to lift up to 50 pounds and position a student using adapted seating and mechanical lift equipment.
17. Ability to meet students' needs, including toileting, mobility, positioning, and feeding.

**General Description:**

Assist certificated staff in providing an environment that enhances and reinforces student learning experiences and provides support for students personal needs.

**Essential Functions:**

1. Assists students with special needs in all aspects of classroom instruction to maximize inclusion, learning, and achievement.
2. Assists with fostering independence, socialization, and self-esteem for all students.
3. Works with students individually, in small groups, or whole groups to reinforce and re-teach basic learning and implement assigned programs.
4. Assists and guides all students to reinforce academic content, communication, social, vocational, executive functioning, adaptive behavior, and other skills.
5. Assist certificated staff members in classroom preparations (including instructional materials) and strategies for reinforcing instructional materials and skills according to individual student needs after initial instruction.
6. Supervise students in classrooms, hallways, cafeteria, restrooms, and other designated areas, as well as at assemblies, on field trips, etc.
7. Assist with positive behavioral interventions and supports, along with appropriate documentation. Help maintain behavioral expectations in the classroom and throughout the educational setting.
8. Provide appropriate direct services to students under the supervision and direction of a certificated teacher. This may include lifting a student, after appropriate training, and with the assistance of another person or a lift mechanism.
9. After receiving instruction, assist students with activities of daily living to maximize their ability to participate in school or learning activities (toileting, feeding, maneuvering, hygiene, etc.)
10. Refer any new pertinent student information to the designated certificated staff or principal.
11. Ability to maintain confidentiality of information regarding students, their family members, and employees.
12. Assist with individual student health needs.
13. After receiving instruction, provide support services as specified on the school health plan or medical 504 plan.
14. Participates in the IEP process and serves as a resource for the student personnel evaluation team as needed.
15. Stay up to date on educational, legal, and ethical responsibilities related to the job by attending district-scheduled professional development opportunities.

**Other Duties and Responsibilities:**

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout their employment in the District.

4. Perform other tasks related to the duties as assigned by the Designated Certificated Staff Member, Principal, Director of Educational Services, Assistant Superintendent, or Superintendent.

**Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with escalated students.