

**BAY VILLAGE CITY SCHOOL DISTRICT**  
JOB DESCRIPTION

Title: EDUCATIONAL AIDE / SPECIAL EDUCATION /SEED (Pre-school) File 502BB

Reports to: Administrator and assigned teacher

Job Objectives: Performs classroom support and personal care services for assigned students.

Minimum Qualifications: • High School Diploma. Two years of college or 48 semester hours or 60 quarter hours or associate's degree preferred. Coursework/degree in Early Childhood preferred.

- Educational Aide Permit as required by the Ohio Department of Education.
- Successfully complete (8) Hours of required on-line training within first 30 days of employment
- Successfully complete (15) hours of annual training required to meet Step Up to Quality requirements.
- Participate in (32) hours of required Crisis Intervention Training if directed by Special Education Director to obtain certification and maintain certification through annual refresher training time.
- Employee must complete updated medical and pass required physical every (3) years.
- Training in First Aid, CPR, Communicable Disease and Child Abuse preferred. Must be willing to participate in additional trainings in these areas.
- Ability to physically lift and carry pre-school students up to 40 pounds.
- Ability to lift and or move objects up to a weight of 40 pounds.
- Computer Skills
- Meets all legally mandated health requirements.
- Provides documented evidence of a clear criminal record as required by law.

Specialized Job Functions

- 1.) Ability to facilitate instruction related to specific objectives described in the student's IEP and as prioritized by the classroom teacher.
- 2.) Meet and confer daily with the classroom teacher regarding specific educational needs and strategies to assist the student meets the goals of his/her IEP.
- 3.) Review instructional goals and strategies as they are to be implemented in the instructional process.
- 4.) Request, obtain, and prepare materials needed to implement learning strategies.
- 5.) Check progress and attend to assigned student(s) as needed.
- 6.) Document student progress toward objectives as directed by the teacher and or supervisor.
- 7.) Complete appropriate assessment techniques to measure student growth.

8.) Follow assigned schedule to provide services to assigned student(s) and teacher.

9.) Attends in-service and training activities as assigned and applies skills learned to the job.

**Essential Job Functions:**

The following duties are representative of performance expectations. A reasonable accommodation will be made to enable a qualified individual with a disability to perform essential functions.

1. Follows board policies/administrative procedures and supports the district mission statement.
2. Supports the district and building student codes of conduct.
3. Works with small groups and/or individual students as directed.
4. Helps student with mobility and assistive or augmentative devices as needed.
5. Helps students with personal hygiene and toileting as needed.
6. Maintains/submits records, correspondence, and reports in a timely manner.
7. Reports evidence of suspected child abuse as required by law.
8. Maintains the confidentiality of privileged information.
9. Fosters a safe and secure work and learning environment.
10. Promotes a program environment conducive to the achievement of academic/behavioral objectives.
11. Communicates and consults with administrators, staff, and students.
12. Performs classroom clerical work and prepares equipment for use.
13. Participates in after-school programs/activities as required.
14. Performs other job-related duties as required.

**Working Conditions:**

The following situations are examples of possible working conditions that 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.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require considerable telephone contact and paperwork.
- Duties may require working under time constraints to meet deadlines.
- Duties may require lifting, carrying, and/or moving program activity supplies and equipment.

- Duties may require performing activities that include standing, bending, reaching, kneeling, and/or crouching.
- Duties may require traveling to meetings and work assignments.
- Duties may include communicating needed assistance to assigned aides and volunteers

Performance  
Evaluation:

Job performance is evaluated according to the policy provisions adopted by the board of education and contractual agreements.

The board of education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.