

MIDVIEW LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title:	PARAPROFESSIONAL – EDUCATIONAL AND SPECIAL NEEDS	File: 503
Reports to:	Assigned Administrator/Supervisor	
Job Objective:	Provides assistance that help students benefit from the educational program	
Minimum Qualifications:	<ul style="list-style-type: none"> • Valid state department of education license/permit as determined at the time of appointment. • Meets all mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test). • Behavioral management skills substantiated by training and work experience. Duties may require agility, physical strength, and stamina to address the needs of students with problem behavior and/or students requiring physical assistance (e.g., mobility, transferring, positioning, etc.). • Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively. • Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct. • Exhibits consistent, impartial and resourceful critical-thinking skills. • Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures. • Maintains a record free of criminal violations that would prohibit public school employment. • Meets all mandated health screening requirements. • Participates in all state/district mandated training sessions. 	
NOTE	Position may require successful completion of communicable disease, child abuse/neglect, CPR, and/or first aid training as a condition of employment.	
Essential Functions:	<p>1. Provides assistance consistent with mandated requirements that enable students with disabilities to participate in the educational program.</p> <ul style="list-style-type: none"> a. Works effectively without continuous supervision. Performs tasks efficiently to meet deadlines. b. Performs student support services that may include assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc. Guides and assists with transitions between activities, classroom settings, learning environment, etc. c. Learns about individual students needs from available resources (e.g., staff, parent/guardian, etc.). d. Acquires basic communication skills that support student needs (e.g., communication boards, sign language, finger spelling, etc.). e. Works closely with classroom teacher to support student learning. Provides one-on-one or small group academic reinforcement of subject material or content as directed. f. Helps incorporate IEP activities into classroom activities. Provides accommodations as directed (e.g., reading/transcribing assistance, etc.). Documents behavior or academic progress for IEP goals as directed. g. Sets up classroom equipment for use (e.g., computers, media resources, etc.). h. Responds to student requests for assistance. Supports an inclusive educational environment. i. Assists with student mobility needs. Helps students use assistive and/or augmentative devices. j. Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.). k. Actively participates in programmed recreational activities as directed. l. Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.). m. Monitors ill students until a parent/guardian arrives as requested. n. Works with the classroom teacher to address persistent student behavior problems. Reinforces behavior through positive behavior support and behavior management plans. <p>Additional Special Needs Paraprofessional Duties</p> <ul style="list-style-type: none"> o. Assists students with personal care (e.g., catheterization, changing clothing, diapering, toileting, 	

	<p>etc.) as trained by a health care professional. Follows standard hygiene/sanitation procedures.</p> <p>p. Renders basic first aid and administers student medications when a school nurse is not available</p> <p>Additional Preschool Paraprofessional Duties</p> <p>q. Adheres to program guidelines, requirements, licensure, evaluations, record-keeping, etc. as mandated by Step-up to Quality, ODE, and ODJFS</p>
	<p>2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.</p> <p>a. Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.</p> <p>b. Contributes to an effective and positive work/learning environment. Completes all assigned duties.</p> <p>c. Maintains a professional appearance. Wears work attire appropriate for the position.</p> <p>d. Helps students understand/embrace ethical conduct and democratic values.</p> <p>e. Respects privacy and maintains the confidentiality of privileged information.</p> <p>f. Maintains an acceptable attendance record and is punctual.</p> <p>g. Strives to develop rapport and serve as a positive role model for others.</p> <p>h. Takes the initiative to perform routine tasks independently.</p> <p>i. Shows an active interest in the academic/personal development of students.</p> <p>j. Supports community participation in school-sponsored events and activities.</p>
	<p>3. Maintains open/effective communications.</p> <p>a. Prepares/maintains accurate records. Submits required paperwork on time.</p> <p>b. Provides prompt notification of personal delays or absences.</p> <p>c. Refers district policy interpretation questions to appropriate administrator(s).</p> <p>d. Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.</p> <p>e. Uses diplomacy and self-control when dealing with other individuals. Respect the diversity of staff, community and students when communicating</p> <p>f. Participates in staff meetings, trainings, and other required school activities.</p> <p>g. Keeps informed about program/procedure changes.</p> <p>h. Seeks clarification when expectations are unclear.</p>
	<p>4. Pursues opportunities to enhance professional performance.</p> <p>a. Keeps current with advances in technology associated with work assignments.</p> <p>b. Maintains applicable credentials. Complies with all state licensure requirements.</p> <p>c. Works toward mastery of individualized development/performance goals as directed.</p> <p>d. Attends meetings, in-service programs, and trainings as directed.</p>
	<p>5. Takes precautions to ensure safety. Helps manage/eliminate risks.</p> <p>a. Follows district protocol and state law when dealing with bullying, discrimination, inappropriate behavior and suspected child abuse/neglect.</p> <p>b. Responds to emergencies following the district’s emergency preparedness/crisis response plan.</p> <p>c. Provides appropriate supervision and maintains high expectations for acceptable student behavior.</p> <p>d. Monitors for situations that may indicate a problem.</p> <p>e. Notifies appropriate administrator(s) of potential problems.</p>
	<p>6. Performs other specific job-related duties as directed</p> <p>a. Assists with unexpected/urgent situations as needed.</p> <p>b. Helps implement workplace initiatives that advance district goals.</p>
Working Conditions:	<p>Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:</p> <ul style="list-style-type: none"> • Balancing, bending, climbing, crouching, kneeling, reaching, or standing. • Exposure to adverse weather conditions and temperature extremes. • Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odor. Exposure to wet and/or slippery surfaces.

	<ul style="list-style-type: none"> • Exposure to blood-borne pathogens and communicable diseases. • Interacting with aggressive, disruptive, and/or unruly individuals. • Lifting, carrying, and moving work-related supplies/equipment. • Operating and/or riding in a vehicle. • Traveling to meetings and work assignments
Performance Evaluation:	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.
Equal Opportunity Employment:	The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.
<p>This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.</p>	
Revised 2021	