

Ottawa Hills Local Schools

JOB DESCRIPTION

Position: Special Education Classroom Paraprofessional
Contract: School Year
Report to: The paraprofessional is responsible to the special education director and/or building administrator as assigned.

Qualifications:

1. Possess a high school diploma or equivalent and hold an associate's (or higher) degree; had two years of college or hold's a ParaPro Assessment Certification.
2. Possess a valid driver's license.
3. Demonstrate high moral character.
4. Have a clean, neat appearance.
5. Have established record of good attendance, punctuality, and dependability.
6. Possess a high degree of patience and interest in working with special needs and at-risk children.
7. Be able to follow instructions, plan and organize work, and work independently without close supervision. Display excellent time management skills.
8. Display ability and willingness to learn new methods and techniques in behavioral management skills. Be flexible and adapt quickly to change.
9. Possess the ability to communicate ideas and directives clearly and effectively, both orally and in writing.
10. Demonstrate ability to interact with colleagues.
11. Use professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
12. Demonstrate enthusiasm and a sincere desire to aid all students.
13. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout employment in the district.
14. Possess such other alternatives to the above qualifications as the Board may find appropriate.
15. Must obtain and maintain appropriate certification through the Ohio Department of Education.
16. Must obtain and maintain Crisis Prevention Intervention certification yearly.

Job Goal:

To assist the assigned special needs or at-risk student to successfully progress through the individual educational program that has been developed for that student by staff, parents, and administrators.

General Duties:

1. Assist in all areas of instruction under the supervision of the special education and/or classroom teacher. Paraprofessionals need not be limited to assisting a single teacher or student.
2. Maintain confidentiality at all times.

3. Operate various office machines effectively, including computers, printers, copy machines.
4. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
5. Help instill in students the belief in and practice of ethical principles and democratic values.
6. Interact in a positive manner with staff, students, parents, and community.

Specific duties may include:

1. Assist the resource room/classroom teacher in developing and implementing curriculum modifications.
2. Assist the resource room/classroom teacher in reinforcing appropriate behavior in a positive manner and participate fully in the implementation of behavior programs as directed by the teacher and building administrator.
3. Assist student(s) with work as needed.
4. Assist in the presentation of material to the student(s) and provide drill of material with the student(s).
5. Assist in making transitions, especially during periods of unexpected classroom activity or changes in routing.
6. Assist in monitoring behavior and academic progress.
7. Assist in classroom organization and management (i.e., desk organization, visual or verbal cues to finish a task, help follow daily assignment sheet, help follow oral directions, make daily lesson plan adaptations.)
8. Encourage participation in classroom discussions (i.e., provide visual cues to read, model raising hand, allow enough time to verbally answer in appropriate voice.)
9. Encourage daily interaction with his/her peers.
10. Observe playground, lunch, and classroom social situations to provide feedback for social skills instruction as needed.
11. Assist in participating in daily school activities by structuring them and modeling appropriate social interaction.
12. Assist during large group, independent seatwork and other areas as needed.
13. Strive for student independence in all areas.
14. Assist with the physical care needs of student(s) as needed. (i.e., toileting, catheterization, lifting, vomiting, basic first aid, etc.)
15. Assist with feeding the student if needed and appropriate and assist the student(s) in cleaning up and leaving the eating area clean.
16. Participate in training necessary to perform job functions.
17. Perform other duties as assigned by appropriate administrator and his/her designee.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional need to physically restrain a student.
3. Occasional interaction among unruly or impolite children and/or adults.
4. Occasional evening/weekend/summer work.
5. Regular requirement to sit, stand, walk, talk, hear, see, read, reach, stretch with hands and arms, crouch, climb, kneel, and stoop.