

SOUTHWEST LICKING JOB DESCRIPTION

Special Education Paraprofessional Aide

Reports to: Assigned administrator/supervisor

Job Objective: Provides student services consistent with the district mission and legal requirements.

Minimum Qualifications:

- Valid state department of education license/permit as determined at the time of appointment.
- Meets 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).
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Nonviolent Crisis Intervention (CPI) or similar training may be required for some assignments.

Physical Demands: Duties may require providing physical assistance to students.

NOTE: Blood-borne pathogen/communicable disease, child abuse/neglect, CPR and/or first aid/injury prevention training may be required as a condition of employment. Some positions require specialized skills using communication boards, sign language, finger spelling, etc.

Essential Functions:

1. Arrives prepared to start working on time. Follows established sign in/out procedures. Complies with program and/or building work hours/schedules.

- Performs non-teaching support services as a collaborative member of the educational team.
- Prepares/distributes classroom materials. Prepares program equipment for use (e.g., computers, media resources, etc.). Keeps program areas orderly. Cleans/maintains equipment as directed.
- Assists with classroom records (e.g. attendance, etc.). Verifies the accuracy of data as directed.
- Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed.
- Assists assigned students. Reinforces instructional objectives introduced by the teacher.
- Supports an inclusive educational environment. Helps students assimilate into the school environment. Helps implement classroom accommodations as directed by the teacher.
- Works with program staff to identify student assistance strategies most likely to be effective.
- Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, use of instructional/media resources, etc.).
- Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
- Attends to student concerns discreetly when assistance is requested.
- Assists students with personal care (e.g., catheterization, changing clothing, diapering, toileting, etc.) as trained by a health care professional. Follows standard hygiene/sanitation procedures.
- Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The Southwest Licking Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements. © 2016 All Rights Reserved. Whittle Consulting Group, LTD.