

## SOUTHWEST OHIO COUNCIL OF GOVERNMENTS

*An Equal Opportunity Employer*

### **Paraprofessional Job Description**

Title: **Paraprofessional**  
Reports to: Assistant Superintendent of Student Programming and Services  
FLSA Status:

Non-Exempt

- Qualifications:
1. High school diploma or equivalent
  2. Must possess a valid Ohio driver's license.
  3. Effective communication skills in English.
    4. Access to own motor vehicle.
    5. Ohio educational aide certificate.
    6. Ability to physically manage students with disabilities.
    7. Ability to lift 40 pounds unassisted.
    8. Ability to maneuver stairs unassisted.
  9. Pass criminal background check.

General Duties: Under immediate supervision, works with students with special needs in alone-on-one situation or small group situation providing instruction for personal care and/or the use of instructional aids; assists in the preparation of activities and projects; monitors student activities; uses positive guidance techniques; participates in multi-factored evaluation meetings when requested.

Paraprofessionals whose job assignments include working with students with disabilities and students with issues that may result in poor school attendance, academic failure, restraint and/or seclusion, and social-emotional issues that may result in the students being unsuccessful in school must possess positive interpersonal skills and serve as role-models for youth because they serve unique roles where they can positively influence students in ways that are similar to licensed teachers, especially in the area of social-emotional behaviors.

Essential Functions:

1. Assists students as instructed by classroom teacher(s) in one-on-one small group situations using approved curriculum.
2. Assists the classroom teacher(s) with activities and projects (e.g., laminating, copying materials, bulletin boards, project preparation, and clean up, etc.). Helps to maintain a positive learning environment.
3. Operates equipment (e.g., copier, typewriter, computer, laminator, etc.).
4. Supervises students during recess/playground, halls, cafeteria periods and may feed students; walks or assists students to and from restrooms, buses, and cabs; and with duties related to the general welfare of students (e.g., safety precautions, self-help needs, etc.).
5. Climbs ladders to hang projects and store materials.
6. Participates, cooperates, and helps supervise emergency preparedness drills (e.g., tornado, fire, etc.).
7. Accompanies student(s) on class field trips or community experiences.
8. Prepares for and assists with classroom parties, snack-time, etc.

9. Uses positive guidance techniques to foster development of self-control, self-esteem, and positive social interactions.
10. Assists students with accessing needed devices and equipment.
11. Participates in team multi-factored evaluations, as requested.
12. Attends to personal needs of students as required (soiled clothing, cuts, scrapes, illness, injuries, personal hygiene, toileting, catheterization, transfers, mobility lifting, carrying, etc., as trained by a licensed health care professional).
13. Performs delegated nursing duties as directed by Registered Nurse according to Board Policy.
14. Monitors all students until a parent/guardian arrives.
15. Carries out established behavioral plans as approved by behavior management committee.
16. Assists with the lifting, moving, and physical management of students (e.g., lifts and moves up to eighty (80) pounds).
17. Maintains required certificate(s).
18. Demonstrates regular and predictable attendance.
19. Attends appropriate workshops and professional meetings.
20. Performs all duties in conformity to the adopted Board Policy.
21. Displays professional appearance.
22. Performs other duties as assigned by supervisor.

Other Duties and Responsibilities:

1. Serves as a role model for educators and students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Helps instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Shall perform such other duties as the Governing Board may assign/determine.
4. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the County/District.
5. Observes Risk Reduction Safety Rules and Regulations of the Warren County ESC and School Districts, State, Federal OSHA laws and will be evaluated to the extent of compliance and implementation as an employee of such rules and regulations for safety in the workplace while visiting such sites in line of work duties.
6. May serve in the capacity of a van driver for student community outings, field experiences, or instructional activities occurring during the instructional day. The Warren County Educational Service Center (WCESC) will provide required training, orientation, and ongoing support to ensure compliance with Board-approved transportation procedures, safety regulations, and operational expectations.

Additional Working Conditions:

1. Possible exposure to blood, bodily fluids, and tissue.
2. Possible operation of a vehicle under inclement weather conditions.
3. Possible interaction among unruly children.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have been informed that the most current copy of the Warren County Educational Service Center Policy Manual is available for my review in the office of the Superintendent.

*Signature*

*Date*

Updated 3.2.2026