

Job Title:	Paraprofessional /Educational Assistant	Job Category:	Classified
Licensure:	NCLB / Educational Aide Permit	Location:	All Sites
Working Days:	Per Negotiated Agreement	Reports to:	Building Administrators
General Qualifications			
<ul style="list-style-type: none"> • Favorable BCI/FBI background checks. • Complies with drug free workplace rules and board policies. • Excellent communications and organizational skills. • Demonstrable aptitude and knowledge of the position's demands. 			
Job Specific Qualifications Description			
<ul style="list-style-type: none"> • Desire and dedication to work with students with special needs individually or in small groups and provide instructional support for the classroom teacher. • Willingness to engage in learning and professional development opportunities. • Must be personable and able to work well with staff, students and parents. • May be assigned to work in classrooms, offices, media centers, as well as on buses, at crossings and in other areas. • Willingness to perform other specific job-related duties as directed by building or district administration. 			
Job Responsibilities and Duties			
<p>Job Objectives: Note: Duties may require traveling to various buildings throughout the district as scheduled.</p> <p>Responsibilities and Essential Functions: Includes some or all of the following depending on assignment.</p> <ul style="list-style-type: none"> • General use of computers. • Perform clerical functions and maintenance of records. • Operate office equipment such as copiers, risograph, laminators, binding machine, etc. • Receive and direct visitors and students in accordance to their needs. • Able to use e-mail to correspond with District Administrators and staff. • Willing to learn various computer programs pertaining to assigned duties such as DASL, USAS, WorkFlows, etc. • Assist staff and students in the utilization of the library. • Able to produce correspondence and record keeping as directed. • Assist in the processing of new materials, shelve books in proper order and assist in annual inventory, repair books, etc. • Process new and withdrawn students library cards. • Coordinate the handling, scheduling and retrieval of audiovisual materials and equipment. • Manage the circulation desk. • Understand and assist in the need for balance between the student's classroom needs and the need for developing independence as well. • Ability to assist with multi-disability and cognitive disability students as well as autistic students. • Willing to work with students severe multiple disabilities involving behavioral difficulties. • Assist in regular and special classrooms with the students. • Ability to deal with students in a fair but firm manner. 			

- Provide leadership by enforcing proper play habits, safety rules and general lunchroom decorum according to the building goals and objectives of pupil behavior set forth by the building principal.
- Monitor students individually, in small groups in a variety of circumstances relating to the school environment.
- Perform crossing guard duties throughout the district as scheduled.
- Takes precautions to ensure that students are in a safe, secure environment at all times.
- Does not leave students unsupervised.
- Supports effective learning experiences.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Maintains high standards and upholds the student conduct code.
- Supports and maintains a positive learning environment.
- Will follow through on related service staff suggestions to assist students.
- Collaborates with teachers in keeping documentation on progress toward goals and objectives as stated in IEP or 504 Plan.
- Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.

CSP- Child Specific Paraprofessionals: (as determined by IEP Team and Chief of Student Services ONLY)

- Sincere desire, motivation and ability to work with a special needs child as a personal aide assisting with physical as well as classroom challenges.
- Physical lifting is required daily to help students out of wheelchairs and secure them at all times while out of the chair.
- Ability to assist and secure students in equipment such as a stander or walker.
- Assist with students' written assignments by scribing as the student dictates when technology cannot be used.
- Instruct and assist students with computers and programs to aide in their classroom participation.
- Willingness to learn various computer programs specific to students' needs such as Kurzweil and Co-writer.
- Collaborate with classroom teachers and support staff such as Speech, Physical and Occupational Therapists to create classroom modifications to ensure students success and IEP goals are met.
- Assist in the special care of students such as toileting, personal hygiene, seizures, etc.
- Understand and assist students with daily challenges while working toward developing independence.
- Willingness to work with students having severe multiple disabilities.
- CPR is desired and highly recommended.

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.

- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

The Youngstown City School District is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability.

This job description summary does not imply that these are the only duties to be performed.

This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events

Last Updated

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