Clermont County Educational Service Center
Innovation & Excellence
HUMAN RESOURCES

JOB DESCRIPTION

JOB TITLE: Educational Aide/Attendant

FLSA STATUS: Non-exempt

EMPLOYMENT STATUS: Full-time, Part-time
Classified

REPORTS TO: Low Incidence Teacher and/or Supervisor of Special Education

---

POSITION DESCRIPTION: Under immediate supervision of certificated instructor, the Educational Aide/Attendant assists instructor in the delivery of specially designed instruction by teaching children various academic, social/emotional, functional and adaptive skills. The Educational Aide/Attendant assists the educational team in providing and maintaining a safe and nurturing learning environment for all students, attends to personal care (feeding, toileting, lifting, positioning, etc.) of students, assists instructor with related classroom and school duties, and maintains high level of confidentiality of students, parents and teacher.

MINIMUM QUALIFICATIONS: To be qualified for this position, applicants must be 18 years of age or older and possess:

- High School Diploma or Equivalent;
- Ability to provide appropriate references;
- Ability to obtain Ohio Department of Education Educational Aide permit;
- Ability to obtain and maintain certification in crisis prevention intervention and de-escalation techniques;
- Ability to maintain a high degree of confidentiality;
- Willingness and ability to work as a team member and with the public;
- Ability to exercise independent judgment;
- Computer expertise appropriate to the position;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Valid driver's license and/or provide own transportation;
- History of strong work record, including good job attendance;
- Documented evidence of participation in mandatory annual trainings (i.e. SafeSchools);
- State and Federal Background checks free of infractions as required by Ohio law and Board Policy and;
- Documented evidence of or ability to obtain *one* of the following criteria within 6 months of hire date:
    - 48 college semester hours
    - 72 college quarter hours
    - Associate's Degree
    - Pass the Ohio Paraprofessional Assessment

ESSENTIAL FUNCTIONS OF THE POSITION:
The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. An individual employed by the Clermont County Educational Service Center in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- Direct and supervise students across school settings and various activities as determined by classroom teacher;
- Supervise teacher-planned activities;

- Supervise students with classroom equipment and supplies;
- Supervise/assist with students' toileting needs including diapering, wiping, changing clothes, lifting, etc. where appropriate;
- Supervise/assist students at lunch including feeding, lifting, positioning, manipulation of feeding utensils, wiping/cleaning students, etc. where appropriate;
- Read and interpret instructional methods;
- Correct minor classroom behavior and implement strategies included in positive behavior support plans
- Identify and report major problems to teacher;
- Communicate (verbal and written) problems with students' health, behavior or academics to teacher;
- Assist students in following directions;
- Prepare children for daily class activities or program changes;
- Assist students with clothing;
- Assist teacher with attendance;
- Monitor and supervise play/free time;
- Lead teacher-planned individual and small group activities;
- Assist students with make-up work after absence;
- Assist students with programmed materials (computers, calculators, reading machines, etc.);
- Provide reinforcement to teacher's instructional program including academic and behavior skills;
- Assist on field trips and assemblies;
- Assist teacher in preparing practice sheets, bulletin boards, filing, cataloging, and ordering materials and supplies, maintaining an organized and clean classroom;
- Correct students' worksheets and other assignments for evaluation by the teacher;
- Attend in-service programs or workshops related to maintenance of position;
- Assists teacher in collection of progress monitoring data;
- Engage in crisis prevention intervention and de-escalation strategies as necessary;
- Assist teacher in creation and implementation of appropriate curricular accommodations and/or modifications as necessary;
- Assist teacher with classroom management;
- Operate office machines, technology and equipment appropriate to the position;
- Maintain high standards of ethics, honesty and integrity in all matters;
- Comply with all Board Policies and Administrative Guidelines;
- Arrive on time to work each regular work day;
- Be in attendance every regular work day, excluding long-term illnesses, medical leaves, and other unique circumstances;
- Maintain strict confidentiality regarding all district, personnel and student information;
- Be able to be adaptable and flexible with changes, updates, processes, and procedures; and
- Perform other tasks, consistent with the position, as may be assigned by Superintendent and/or designee.

OTHER DUTIES AND FUNCTIONS:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, contributing members of society.
- Help instill in students the belief in and practice of ethical principles and democratic values.
- Respond to routine questions and requests in an appropriate manner.

Clermont County Educational Service Center
Innovation & Excellence
HUMAN RESOURCES

JOB DESCRIPTION

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of: Child development, public education, supporting children with special needs, board policies and procedures, building policies and procedures, staff handbook, Licensure Code of Professional Conduct for Ohio Educators, appropriate school law, and requirements of the Ohio Department of Education.

Ability to: Interpret policies, procedures and regulations; follow instructions; communicate effectively; collect data; plan; schedule; organize; work well in team settings, remain calm/regulate emotions under pressure; operate office equipment and other related technologies; move/lift moderate amounts of weight up to 50 pounds, and maintain equipment.

Skill in: Basic math; English and communications; use of computer and appropriate software applications (Microsoft Office or equivalent), printer, and other customary equipment.

EQUIPMENT OPERATED:
Computer and/or tablet, printer, scanner, filing cabinets, telephone, copier, fax machine, laminator, shredder, calculator, smart board, some hands tools, some appliances (i.e. washer, dryer, microwave, etc.), mobility equipment (i.e. wheelchairs, Hoyer lifts, etc.), and other related equipment.

PHYSICAL AND COGNITIVE DEMANDS:
Occasional: Climbing, balancing, stooping, kneeling, reaching above shoulders, crouching/squatting, and moving/lifting amounts of weight up to 50 lbs.

Frequent: Standing, sitting, walking, bending, twisting/turning, and typing/keyboarding.

Continuous: Reading, writing, math, problem solving, concentration, attention to task, task completion, memory, hearing, seeing, regulating emotions, organizing/planning and following directions.

WORK ENVIRONMENT AND CONDITIONS:
Occasional: Exposure to fumes/airborne particles, inclement weather driving conditions; loud noise, repetitive hand motion, offensive odors, blood borne pathogens, contagious diseases, bodily fluids and tissue, and aberrant and dysfunctional behaviors which could be potentially harmful.

Frequent: Exposure to students with challenging behavior.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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

EVALUATION
Staff shall be evaluated in accordance with Board Policy.

Clermont County Educational Service Center
Innovation & Excellence
HUMAN RESOURCES

JOB DESCRIPTION

CLERMONT COUNTY EDUCATIONAL SERVICE CENTER

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow instructions and perform the duties required by the incumbent; supervisor, appointing author or designee. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

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 reviewed the most current copy of the Clermont County Educational Service Center Employee Handbook, which is available on-line at www.ccesc.org or in the Personnel Office.

_____ _____

Print Name Date

_____ _____

Signature Date

_____ _____

Superintendent or Designee Date