Substitute Paraprofessional/Educational Aide

Summary: Performs any combination of the following tasks to assist the staff of preschools, elementary schools, or secondary schools by performing the following duties.

Qualifications:

- High School Diploma or GED
- Valid Educational Aide Permit issued by the Ohio Department of Education – Valid for Hamilton County ESC.
- Must be at least 18 years of age.
- Must be at least 22 years of age to serve in High School settings

To perform this job successfully, an individual must be able to perform all aspects of the position as described below satisfactorily. The information listed below is representative of the characteristics of the position and the knowledge, skills, abilities required. This is not an exhaustive list of all duties which may be required in any given assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Support learning environment through appropriate and positive interactions with children and other staff.
- Use developmentally appropriate practices to facilitate activities with groups/individuals.
- Assist in supervising and monitoring children at all times throughout the program environment (indoor/outdoor) to ensure child safety.
- Assist in setting up environment (indoor/outdoor) for the children's daily activities.
- Assists students for preparation to transition in and out of classroom at arrival and dismissal time.
- Maintain a safe and clean working environment.
- Assist staff members responsible for helping children with toileting procedures/accidents and if necessary, a change of clothing.
- Physical ability to respond to children quickly in emergencies.
- Regular walking, kneeling, bending, or sitting.
- Occasional lifting up to 50 lbs.
- Respond appropriately to crisis and emergency situations.

Other Duties and Responsibilities:

- Ability to handle confidential, sensitive information and set/maintain professional boundaries with families.
- Ability to work as a team member.
- Frequent decision-making abilities.
- Ability to relate to persons with diverse educational, socioeconomic, and ethnic backgrounds.

Evaluation:

Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above-listed responsibilities.

Substitute Educational Aide / Paraprofessional

To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions. Use these codes to complete this questionnaire:

F - Frequently
O - Occasionally
N - Not at all

PHYSICAL REQUIREMENTS: Check the physical requirements necessary to perform the essential duties of the position (refer to the most recent job description)

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
F	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
F	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist. (7 hours per day) ability to stoop to get to the child's eye level to talk/interact with a small child.
O	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Must be physically agile to climb playground equipment to support or assist children on the equipment.
F	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another depending on the location of the classroom.
O	**Crawling:** Moving about on hands and knees or hands and feet occasionally during the day for up to 3 hours per day.
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
O	**Moderate Carrying:** Items weighing 15 to 44 pounds, which may include carrying a child of this weight for safety or other reasons.
O	**Heavy Carrying:** Items weighing 45 pounds and over, which may include carrying a child of this weight for safety or other reasons.
F	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm; fine motor activities and typing
O	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm
F	**Kneeling:** Bending legs at knees to come to rest on one or both knees (3 hours per day) repeated times throughout the day and for long periods of times.
F	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	**Moderate Lifting:** Objects 15 – 44 pounds which may include carrying a child of this weight for safety or other reasons or moving equipment within the classroom.
O	**Heavy Lifting:** Objects 45 pounds and over which may include carrying a child of this weight for safety or other reasons or moving equipment within the classroom.
F	**Mobility Requirement:** Must be able to be in constant movement throughout the day, walk, run, move quickly at a moment's notice. Must also have the ability to stay in one location or position for an extended amount of time, up to an hour.

O	**Pulling Hand over Hand:** Using upper extremities to exert force to draw, drag, haul, or tug objects in a sustained motion (1 hours per day)
O	**Pushing:** Using upper extremities to press against something with steady force to thrust forward, downward, or upward (1 hours per day) participate in large motor activities such as swinging as child.
F	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction; demonstration or participation of movement activities within large motor activities.
F	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time; participation in fine motor activities and finger plays.
O	**Sitting:** Particularly for sustained periods of time, sitting in child size chairs while working with a child or group of children. Sitting on the floor while working with a child or group of children. Sit "crisscross" on the floor to model for children in a large group setting such as "circle time".
F	**Standing:** (7 hours per day) Must be able to stand for sustained periods of time in addition to constant changes in positions.
F	**Walking:** Moving about on foot, particularly for long distances (1 hours per day) in order to move children to a variety of locations with the building throughout the day.
F	**Visual Requirement:** interact with children, provide eye contact, ability to scan the classroom to see children across the room as well as the ability to read books, see small items that pertain to a toy or an activity.
F	**Hearing Requirement:** ability to hear a young child's voice as well as hearing children across the classroom.

Other Physical Requirements: Describe: ability to sit on small preschool chairs throughout the day, to get down and off the floor multiple times throughout the day, to sit in a cross-leg position on the floor for an extended period of time periodically throughout the day, ability to get up from this position on the floor, physically able to run and move quickly to retrieve a child in an emergency or unsafe situation. Be able to be active outside with small children in a wide range of temperatures.

MENTAL REQUIREMENTS: Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O,N	**MENTAL CAPABILITY REQUIREMENTS**
COMPREHENSION	
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
O	Ability to understand complex problems and to collaborate and explore alternative solutions
O	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
ORGANIZATION	
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
O	Ability to organize and prioritize work schedules of others on short-term basis
O	Ability to organize and prioritize work schedules of others on a long-term basis
REASONING AND DECISION MAKING	
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
O	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
F	Ability to make decisions which have significant impact on the department's credibility, operations, and services
COMMUNICATION	

F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
O	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
F	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
O	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
O	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
N	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
MATHEMATICS	
N	No mathematical ability is required
F	Ability to count accurately
O	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
O	Ability to compute, analyze, and interpret numerical data for reporting purposes
N	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models

WORK ENVIRONMENT: Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O, N	**WORK ENVIRONMENT:** On the job the employee:
F	Is exposed to excessive noise
O	Is around moving machinery
F	Is exposed to marked changes in temperature and/or humidity
O	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Drives motorized equipment
O	Works in confined quarters
DEVICE OPERATION:	
List all computers, peripherals, and other hardware required to perform this job: PC, Word, Excel,	
List all computer software required to perform this job: Outlook, education software, online assessment program	
List all office machines required to perform this job: Copier, shredder, printer, scanner, camera	
List all vehicles that must be operated to perform this job: car	
List any other machines (including heavy equipment) required to perform this job:	
List all tools involving manipulation that are required to perform this job:	