North College Hill City Schools

Position Title:	**Paraprofessional**
Department:	**Teaching and Learning**
Reports To:	**Principal**
Approved By:	**North College Hill Board of Education**

Summary: Instructional aides shall work under the supervision of the teacher and assist in the education of students' daily program with instructional activities.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Assists teacher in routine classroom operation.
- Assists in students' educational plans including development and implementation of instructional program.
- Demonstrates initiative with students and their programs.
- Manages required forms and records.
- Assists with loading/unloading of students on bus.
- Manages and instructs small groups of students.
- Demonstrates understanding and awareness of medical needs of students.

Supervisory Responsibilities:
Supervises students.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience:
High school diploma and previous experience with students.

Certificates / Licenses / Permits:
Valid OH Educational Aide Permit

Language Skills:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

Reasoning Ability:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities:
Ability to work with severely handicapped individuals. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally

and in writing. Ability to perform duties with awareness of all district requirements, Board of Education policies, and government rules and regulations.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to handle or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 50 lbs and/or push or pull up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. The employee may be exposed to infection. The employee may be directly responsible for the safety, well-being and/or work output of students.

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. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.