WEST CLERMONT LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Paraprofessional
Reports To: Special Education Department
FLSA Status: Classified
Approved Date: 11/15/2021

GENERAL DESCRIPTION

To provide services to special intervention/regular education teachers and students in keeping with instructional policy at West Clermont School District. The paraprofessional in special education works under the supervision of a professional service provider to directly or indirectly assist and support in the provision of services to students with disabilities. The roles and assignments are not defined by a particular student, location, or program, but rather by students' needs as determined by the IEP.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Ability to work cooperatively promote positive behavior supports in the school setting
- Has knowledge and or experience with children
- Does assist students with moving around the building, all school settings, recess, and field trips
- Does act as a job and independence coach
- Does clean equipment and work areas
- Does assist student with toileting and or accommodations of toileting, may include catheterization
- Does assist student in training, or support personal hygiene self care and or feeding
- Carries out instructional strategies under the direction of teacher
- Does redirect and manage behavioral support plans
- Does support communication and social skills
- Does collect and record data as directed
- Does perform clerical duties as directed by supervising teacher
- Does attend to other duties as assigned
- Must be dependable, trustworthy and capable of maintaining confidentiality.
- Participates in required professional development and applies new learning to the job

QUALIFICATIONS

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. One must satisfy all job-related medical and physical ability standards. One must satisfy all job related attendance requirements. One must satisfy all job related training requirements and have the ability to utilize equipment to perform the job. One must be able to move around considerably but also to remain in a fixed location for a period of time. One must be suited for situations that require adherence to rules and procedures. One must be suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Education. As a condition of employment, you will engage in a district provided Registered Behavior Technician (RBT) certification training and take the certification test within the allotted training period. Successful obtainment of the RBT certification will be a condition of your continued employment within the district.

EVALUATION:
Performance of this job will be evaluated in accordance with performance responsibilities of this job description and the appropriate objectives of the administrative evaluation process.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid certificate/ license as issued by the Ohio Department of Education; Certificate, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education.

LANGUAGE SKILLS
Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

OTHER SKILLS AND ABILITIES
Ability to apply knowledge of current research and theory based on school objectives. Ability to establish and maintain effective working relationships with teachers, students, peers, and community. Ability to speak clearly and concisely in written or oral communications. Ability to use computers where applicable. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate to high.

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 information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.

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Signature Date