Job Description

Job Title: ED (Emotionally Disturbed) Assistant

Classification: Classified

Salary Schedule: XDA

Department: Building

Reports To: Building Principal

FLSA Status: Non-exempt

Date: June 2019

Approved by : Northwest Local School District Board of Education

Job Summary: Performs any combination of the following instructional tasks in classroom to assist teaching staff of elementary or secondary school to support student behavior to enhance learning opportunities.

Job Qualifications:

1. High School diploma or GED.
2. Educational Aide Permit.
3. Minimum of Associate's Degree, 48 semester hours of college credit or evidence/ability to pass the ParaPro Assessment Test.
4. Good written and verbal communication skills with sensitivity to the needs of students.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties:

1. Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.
2. Prepares daily progress reports.
3. Utilizes behavioral strategies to reinforce positive behavior.
4. Implements strategies specific to each student based on individual goals and strategies.

5. Escorts students to and from their lockers, the cafeteria, and their buses.
6. Maintains student discipline utilizing Restorative Practices.
7. Prepares instructional materials and assists in classroom instruction.
8. Assists students with the equipment deemed necessary for daily functioning.
9. Alerts the regular teacher to any problems or special information about the assigned student(s).
10. Assists with preparing, administering, scoring and recording of achievement and diagnostic tests.
11. Reads orally the school assignment for whom the service is deemed appropriate.
12. Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts as introduced by the teacher.
13. Assists students with the use of augmentative devices for whom the service is deemed appropriate.
14. Assists with the supervision of the classroom.
15. Assists with supervision of students during emergency drills, assemblies and as otherwise assigned.
16. Performs other duties assigned by the principal.

Other Duties and Responsibilities:

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.

9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is frequently required to stand; walk; sit and stoop, kneel, and crouch. The employee is occasionally required to climb or balance. While performing the duties of this job, the employee may occasionally be exposed to outside weather conditions. The noise level in the work environment may be moderately loud at times.

Terms of Employment: Varies based on student calendar.

Title: ED (Emotionally Disturbed) Assistant

Employee: _____
(print name)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

_____ _____
(Superintendent or designee) (Date)

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 am able to perform the key functions of the position.

_____ _____
(Signature) (Date)