CLASSIFICATION SPECIFICATION

EDUCATIONAL AIDE (Tier III Resource Classroom)

Title: **EDUCATIONAL AIDE (Tier III Resource Classroom)**

Classification: Educational Aides

Reports To: Building Principal

Employment Status: Full-time

FLSA Status: Non-exempt

Superintendent Approved: 7/18/23

QUALIFICATIONS:

- Hold and maintain a valid Educational Aide Permit obtained from the Ohio Department of Education (ESEA Endorsement).
    - Hold a high school diploma and pass the ParaPro exam (submit your official ParaPro exam score report from Educational Testing Service (ETS); **and/or**
    - Hold an associate degree or higher from an accredited college or university, or at least two years of study (defined as 48 semester hours or 72 quarter hours) at an accredited college or university.
- Working knowledge of or willingness to learn Google Suite Applications and Email.
- Must pass criminal background check including fingerprinting
- Has demonstrated regular attendance.
- Must be able to lift up to 50 pounds.
- Demonstrates a sincere desire to aid students.
- Good health, high moral character, good attendance record.
- Ability to effectively communicate tactfully and courteously and work harmoniously with students, parents, and district personnel.
- Completed Crisis Prevention-Intervention Training (CPI) or similar training or willing to be trained.

All expenses incurred for compliance (coursework, testing, etc.) shall be the responsibility of the employee or applicant.

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GENERAL DESCRIPTION:
Under general supervision, assists students within classroom environments in one-on-one, small groups, and inclusion settings by providing instructional support; assists in the preparation of activities and materials; assists with daily living activities and tasks; supervises classroom, recess/playground, cafeteria, and restrooms for students placed within self-contained classrooms (ex. Tier III Resource Classroom).

EVALUATION:
Annually by building principal with input from special education staff and school nurse (if appropriate).

ESSENTIAL FUNCTIONS:

- With guidance from an intervention specialist, learns about and fulfills the educational/behavioral/social/emotional/functional needs of assigned students.
- Provides accommodations/modifications as designated by intervention specialist/general education teacher.
- Assists students as instructed by the classroom teacher(s) in one-on-one or small group situations or supporting students in inclusive environments within general education classrooms (this could include support in reading, writing, mathematics, missed assignments, assessments, etc.).
- Provides support to the teacher with the implementation of IEPs for students with disabilities across classroom settings.
- Assists students with disabilities in completion of academic assignments and tasks in all curricular areas.
- Supervises students during arrival/dismissal, recess/playground, during cafeteria periods, and walking to and from restrooms.
- Takes precautions to ensure safety, implements student behavioral plans, and does not leave students unsupervised.
- Monitors students' progress by maintaining and collecting related data for individual students as directed and provides immediate feedback to teachers.
- Completes paperwork and data collection accurately, verifying and correctly entering information.
- Operates equipment (e.g., copier, typewriter, computer, laminator, etc.).
- Participates, cooperates, and helps supervise emergency preparedness drills (e.g., tornado, fire, etc.).
- Accompanies student(s) on class field trips or community experiences.
- Prepares for and assists with classroom activities, parties, snack-time, etc.
- Seeks advice when expectations are unclear and follows administrative procedures.
- Provides health or personal-related services by following prescribed medical plans and/or assists students with personal hygiene and grooming care *(e.g., feeding, toileting, catheterization, diapering, personal grooming, changing colostomy bags, changing clothes, etc.)* as trained/delegated by a licensed health care professional or supervising teacher.

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- Lifts, moves, and positions students to take full advantage of each learning environment *(e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.),* assisting with student positioning as directed by the teacher, nurse, or therapists.
- Assists with student mobility needs and the use of assistive and/or augmentative devices.
- Reacts productively to interruptions and changing conditions.
- Demonstrates regular and predictable attendance.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.

OTHER DUTIES AND RESPONSIBILITIES:

- Promotes professionalism, contributes to a positive work environment, and performs other specific job-related duties as directed.
- Proactively reports absences from work to building principal, secretary, and assigned classroom teacher.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Board policies and procedures; building policies and procedures; student discipline code; teaching techniques and methods; teaching materials, supplies, and aids; staff and student relations; playground rules; cafeteria rules; position expectations and task assignments;

Ability to: Interpret policies, rules, and regulations; interpret teaching materials and instructions; monitor student behavior and accountability; instruct one-on-one or small groups; communicate effectively; supervise arrival/dismissal, recess/playground, cafeteria, and restrooms; maintain confidentiality; maintain desirable appearance; develop effective working relationships with staff, students, and parents; respect students; accurately collect and report student progress data;

Skill in: Operating computer, copier, printer.

ADDITIONAL WORKING CONDITIONS:

- Regular risk of exposure to blood and bodily fluids.
- Interaction with students in crisis.

EQUIPMENT OPERATED:

- iPad, Computer, SmartBoard, radio/walkie, copier.

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This classification specification in no manner states or implies that these are the only duties and responsibilities to be performed by this classification. The incumbent of this classification specification will be required to follow the instructions and perform the duties required by the Board of Education.

Superintendent or Designee — Date: 7/18/23

My signature below signifies that I have reviewed the contents of this classification specification and that I am aware of the requirements of my duties. I further certify that I have reviewed the most current copy of the Franklin City Schools Classified Staff Handbook.

Employee — Date

Note: This job description was updated previously on: 7/1/11