Middletown City School District
Job Description

Paraprofessional

Qualifications

1. Valid driver's license and Social Security Card.
2. Must have a phone.
3. High school graduate or equivalent.
4. Be experienced in working with and around children whose ages are on a par with whom the monitor will be assigned.
5. At least 21 years of age.
6. State and Federal Background Check free of infractions
7. Demonstrates a commitment to supporting student learning and well-being
8. Demonstrates professionalism, reliability, and regular attendance
9. Student monitor educational aide permit from the Ohio Department of Education.
10. In buildings that qualify for Title 1 Funding, candidates must have one of the following:
    - 48 College semester hours
    - 72 College quarter hours
    - Associate Degree
    - Passed the Ohio Paraprofessional test

Reporting

Building Principal, Special Education Coordinators, and Sr. Director of Student Services

Supervises

Supervises students assigned to study hall, lunchrooms, cafeterias, hallways, in-school suspension rooms, and school grounds including parking lots, and busses to insure that students are orderly and complying with school regulations.

Job Goals

1. To assist in the instruction of special education students individually and in small groups.
2. To assist teachers with implementation of pupil's Individualized Education Program (IEP).
3. To monitor and report pupil progress in the areas of behavior, performance, and instructional interventions related to individual education plans.
4. To guide pupils or provide an example in a variety of areas: physical development and fitness, communication, personal hygiene, academic learning, vocational skills and is often assigned to do more in-depth work in one of these areas.
5. To relieve instructional staff members of routine tasks related to the instructional assignment; provide intensified learning experience for students in assigned area; perform a variety of clerical and supportive tasks for instructional personnel; and do related work as required.

1. Reinforce specialized learning strategies and materials as directed.
2. Assist teachers with implementation of pupil's Individualized Education Program (IEP) through instruction in a wide variety of appropriate activities.
3. Assist teachers in implementing the division course of study through individual and group instruction.
4. Help pupils learn normal speech patterns by helping them produce sounds, words, and sentences.
5. Help pupils learn to be aware of their personal appearance and to learn how to take care of personal needs.
6. Participate as a member of the appropriate team or committee to assist staff with developing and implementing individual or site crisis management plans.
7. Assist teacher in establishing and maintaining a clean, safe and pleasant classroom and learning environment.
8. Assist teachers with the modification and maintenance of appropriate standards of behavior for pupils.
9. Assist lifting of pupils in and out of wheelchairs, braces, and other orthopedic equipment.
10. Assist staff member in positioning pupils and in rendering various forms of personal care such as toileting and diapering, when necessary; assist pupils in dressing, undressing, bathing and grooming as needed.
11. Assist pupils to learn through the use of computers and other teaching aids.
12. May administer first aid and/or other medical needs for the student(s).
13. Under the direction of the school administrator, and the procedure observed by a certificated school staff member, assist pupils with taking medication.
14. Accompany or assist pupils to and from school bus or other transportation and in moving to and from activities on school site or campus.
15. May accompany and assist a student(s) during the transporting and instructing of pupils in off- campus or community-based settings.
16. Assist students with auditory and visual impairments as directed.
17. May ride with pupils on the bus which transports the pupils to and from school as directed.
18. May pick up and/or attend breakfast and/or lunches with the student as directed.
19. Prepare lunch trays and, under direction of certificated staff, feed pupils unable to feed themselves.
20. Attend in-service and staff meetings as required.
21. Perform routine clerical tasks, operate duplicating machines, assemble material for classroom projects, prepare material and master, perform incidental typing task, and restock the room(s) with supplies.
22. Maintain confidentiality of pupil records in accordance with legal requirements and policies.
23. Supervise students in a variety of settings.
24. Assist in building relationships with students to create a positive school culture.
25. Intervene in potential conflicts for the purpose of minimizing disruptions to the classroom.
26. Notify the teacher of discipline or student related problems.
27. Explain procedures and rules to students.
28. Uphold district policies and procedures.
29. Demonstrate professionalism, exhibit a professional attitude, and model appropriate behavior.
30. Perform all other duties as assigned by the building principal.

Other information associated with this position

Additional working conditions may include:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with unruly people.
4. Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds (100 pounds on wheels), e.g., paper boxes, deliveries of supplies and equipment.
5. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
6. Travels to meetings and work assignments.

Status: Non-exempt

Employment Status: 191 days

Revised: 03/08/2014