

## **APPENDIX A 1**

### **Paraprofessional Generic Position Description**

## **LORAIN CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**Title:** Paraprofessional  
**Department:** Teaching and Learning  
**Reports to:** Assigned Administrator  
**Salary Grade:** Per negotiated agreement  
**Date:** July 9, 2009

This job description of PARAPROFESSIONAL is for the jobs formerly known as; Auxiliary Paraprofessionals, Bilingual, Elementary, Intervention, Montessori, Secondary, and Title I Paraprofessionals. It also includes, Mental Health and SBH aides (Educational Transitional Paraprofessionals), Home School Paraprofessionals, Computer Literacy Instructional Center, Integrated Learning System Instructional Center, School Psychology, and Student Services Instructional Center Aides (Instructional Center Paraprofessionals), Reader Guides and Special Education Teacher Aides (Special Education Paraprofessional), Calico, Early Childhood, International, Specialty Gifts, and Work Adjustment Instructional Center Aides (Work Adjustment Paraprofessionals) and the Personal Attendants.

#### **JOB SUMMARY:**

Under the supervision of the principal, works closely with the Teacher to provide assistance to students.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assists students with classroom instruction (individual, small group, and large group).
- Demonstrates a willingness to participate in and attend field trips and community experiences.
- Demonstrates a flexibility to quickly change activities and /or approach taken with individual children.
- Assists students with routine daily activities (i.e. feeding, toileting, diapering, personal grooming, and changing clothes).
- Coordinates and assists students when moving between areas; assisting with student positioning as directed by the teacher or therapists.
- Documents classroom programs, gathers data, prepares documents and tracking tools when appropriate.

- Escorts students when needed.
- Provides support to the teacher with the implementation of IEP's for the special needs students.
- Distributes instructional materials to students when appropriate.
- Cleans and maintains materials and equipment in room as needed.
- Maintains and collects data for individual students as directed, provides feedback to teacher and parents as needed.
- Assists students in understanding teacher instruction.
- Maintains confidentiality of student information and records as required by law.
- Willingness to follow classroom schedules and behavior plans.
- Prepare parent communication when applicable.
- Monitors class when appropriate.
- Follows federal and state laws.
- Adheres to School Board Policies.
- Performs other job duties as assigned.

#### **NON-ESSENTIAL JOB FUNCTIONS:**

- Demonstrates punctuality in reporting to work and the completion of assigned duties.
- Demonstrates a reliable attendance record.
- Participates in meetings, activities, and in-service training opportunities and utilize information received to improve performance.
- Interacts appropriately with students, staff, parents, and community members in a positive and professional manner.
- Helps maintain a safe learning environment for students.
- Maintains a good grooming and personal appearance.

#### **MINIMUM REQUIREMENTS:**

Associates Degree, or completion of two years of college education, or verification of successful completion of a formal state or local assessment.

Ability to deal with the public tactfully and courteously and to work harmoniously with the parents, students, and other employees. Pass state mandated criminal check and district's substance abuse test.

Maintains the Educational Aide Permit obtained from the Ohio Department of Education. Possess an understanding of the development characteristics of the multi-handicapped and /or autistic child. A willingness to learn alternative modes of communication to work with individual needs.

### **WORKING CONDITIONS:**

While performing the duties of this job, the employee must be able to use a keyboard, calculator, and telephone. Frequent sitting, talking, hearing, and occasionally stand, stoop, kneel, crouch, crawl, lift (10lbs.), and an ability to adjust vision for close vision work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TERMS OF EMPLOYMENT:** As per the Collective Bargaining Agreement with OAPSE 120

**EVALUATION:** By assigned administrator

*The information contained within this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties for this position. Additional duties will be performed by the individuals holding this position and additional duties may be assigned in the future.*

Except in a special needs classroom, a paraprofessional may from time to time, be expected to remain in a classroom with students in the absence of a licensed teacher provided that the paraprofessional shall not engage in educational instruction and shall not be alone for longer than thirty (30) minutes. If the paraprofessional is in a special needs classroom there shall be two (2) employees (one of which is a paraprofessional) in the classroom in the absence of a licensed teacher. This does not apply to Instructional Center Paraprofessionals and In-School Assignment Paraprofessionals.

# **APPENDIX A 2**

## **PARAPROFESSIONAL SPECIFIC POSITION DESCRIPTIONS**

## **LORAIN CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION: AUXILIARY PARAPROFESSIONAL** (formerly Auxiliary Aides).

**FLSA STATUS:** Non-Exempt

#### **OSHA RESPONSIBILITIES:**

1. Knows and uses safe work procedures.
2. Recognizes job hazards and takes proper precautions to assure personal, as well as fellow employee and public safety.
3. Informs his/her supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
4. Actively participates in safety program and training.
5. Immediately reports accidents, injuries and near misses to his/her supervisor.
6. Reports to work in a condition to be able to work safely.
7. Follow school district's Safety Plan.
8. Attends all scheduled training sessions.

#### **QUALIFICATIONS:**

1. Associates Degree or completion of a minimum of two years of college education or verification of successful completion of a formal state or local assessment, if required by law.
2. Ability to deal with the public tactfully and courteously and to work harmoniously with parents, students, and other employees.
3. Pass state mandated criminal check.
4. Pass school district's substance abuse test.
5. Ohio Department of Education Educational Aide Permit (Annually).
6. Ability to type, file, and help with inventory control, clerical, and bookkeeping, as needed.
7. Any other relevant qualifications as determined by the School Board.

**RESPONSIBILITY:** Reports to assigned administrator (assigned duties and areas of responsibility by administrator).

**JOB GOAL:** To ensure the academic success of all students.

#### **PERFORMANCE RESPONSIBILITIES: Essential Job Functions**

1. Escort students from school classroom to the mobile unit for testing, tutoring, etc. and then back to the classroom.
2. Assist students in feeling comfortable in their relationships with the mobile unit staff.

3. Order textbooks, workbooks, and materials for use of the students in the non-public school, mobile unit, and staff, and all medical supplies for the school nurse.
4. Receive requisitions for textbooks orders and communicate with the principal for review and approval of the order.
5. Type and send all approved orders to Diocese.
6. Communicate with vendors on pricing, availability, and samples.
7. Deliver samples, when available, to teachers for review and examination and then after scheduled review time, collect samples from teachers and return them to the suppliers.
8. Complete, type, and submit all purchase requisitions to the principal for final approval and then send to the Diocese.
9. Inventory the order when order is delivered and mark each item with the appropriate code.
10. Make an identification card for each book when received and then deliver each book to the appropriate staff member or storage area and properly sort and shelve.
11. Type all necessary information for staff in the mobile unit, as well as answer the telephone, take and forward messages, and make daily trips to the school building for mail pick-up.
12. Perform various housekeeping duties and minor unit maintenance such as vacuuming, dusting, keeping entry ramp clean and hazard free, changing light bulbs, and changing the furnace filter, etc.
13. Request all needed maintenance and repair of mobile unit.
14. Maintain inventory of textbooks, workbooks, and other educational materials as they are received and update throughout the year.
15. Keep record of items that have been removed from current inventory due to being obsolete and inform the staff to place such items in a designated area for inventory and disposal.
11. Demonstrate punctuality in reporting to work and in the completion of assigned duties.
12. Demonstrate a reliable attendance record.
13. Accept criticism and correction positively.
14. Maintain good grooming and personal appearance.
15. Maintain confidentiality of student information and records as required by law.
16. Ensure adherence to good safety procedures.
17. Participate actively in meetings, activities, and inservice training opportunities and utilizes information received to improve performance.
18. Interact appropriately with students, staff, parents, and other community members in a positive and professional manner.
19. Follow federal and state laws as well as School Board policies.
20. Willingness to follow classroom schedules, behavior plans and school policies as developed by Lorain City Schools.
21. Help maintain a clean and safe learning environment for the students.
22. Perform such other functions as directed by the supervisor that are reasonably related to the employees' responsibilities.

#### **PHYSICAL AND ENVIRONMENTAL RESPONSIBILITIES OF THE JOB**

1. Physical demands to perform the job.
  - a. Required to lift, climb, kneel, stoop, sit and bend over.
  - b. Ability to hear acutely, corrected or uncorrected.

- c. Ability to reach above horizontal plane.
- d. Ability to speak and be understood is required.
- e. Ability to see, corrected or uncorrected is required.

2. Environmental demands to perform the job.

- a. Potential exposure to human blood, bodily fluids, tissue or other potentially infectious materials.
- b. Ability to perform essential job functions with light to heavy background noise.
- c. Potential exposure to unruly students or adults.

**TERMS OF EMPLOYMENT:** As per the Collective Bargaining Agreement with OAPSE Chapter 120.

**EVALUATION:** By assigned administrator with input from teachers.

**Except in a special needs classroom, a paraprofessional may from time to time, be expected to remain in a classroom with students in the absence of a licensed teacher provided that the paraprofessional shall not engage in educational instruction and shall not be alone for longer than thirty (30) minutes. If the paraprofessional is in a special needs classroom there shall be two (2) employees (one of which is a paraprofessional) in the classroom in the absence of a licensed teacher. This does not apply to Instructional Center Paraprofessionals and In-School Assignment Paraprofessionals.**



## **LORAIN CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION: EDUCATIONAL PARAPROFESSIONAL** (formerly Bilingual Teacher Aides, Elementary Teacher Aides, Intervention Aides, Montessori Aides, Secondary Teacher Aides, and Title I Aides.)

**FLSA STATUS:** Non-Exempt

#### **OSHA RESPONSIBILITIES:**

1. Knows and uses safe work procedures.
2. Recognizes job hazards and takes proper precautions to assure personal, as well as fellow employee and public safety.
3. Informs his/her supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
4. Actively participates in safety program and training.
5. Immediately reports accidents, injuries and near misses to his/her supervisor.
6. Reports to work in a condition to be able to work safely.
7. Follow school district's Safety Plan.
8. Attends all scheduled training sessions.

#### **QUALIFICATIONS:**

1. Associates Degree or completion of a minimum of two years of college education or verification of successful completion of a formal state or local assessment.
2. Ability to deal with the public tactfully and courteously and to work harmoniously with parents, students, and other employees.
3. Pass state mandated criminal check.
4. Pass school district's substance abuse test.
5. Ohio Department of Education Educational Aide Permit (Annually).
6. Any other relevant qualifications as determined by the School Board.

**RESPONSIBILITY:** Reports to assigned administrator (assigned duties and areas of responsibility by administrator).

**JOB GOAL:** To ensure the academic success of all students.

#### **PERFORMANCE RESPONSIBILITIES: Essential Job Functions**

1. Work with students, individually and in small groups.
2. Aid students with their tasks, read to students, conduct activities that work to maintain previous teaching.

3. Promote good social relationships between children.
4. Recognize weaknesses and strengths in student performance and track student performance data.
5. Monitor student progress periodically under the direction of the child's teacher.
6. Consult teachers about student progress (strengths and weaknesses).
7. Accompany and supervise students on educational field trips.
8. Assist with supervising students as required in large groups and unstructured activities.
9. Assist assigned teacher in all areas of classroom management and instruction.
10. Review papers, assemble instructional materials and bulletin boards under the supervision of assigned teacher.
11. Demonstrate punctuality in reporting to work and in the completion of assigned duties.
12. Demonstrate a reliable attendance record.
13. Accept criticism and correction positively.
14. Maintain good grooming and personal appearance.
15. Maintain confidentiality of student information and records as required by law.
16. Ensure adherence to good safety procedures.
17. Participate actively in meetings, activities, and inservice training opportunities and utilizes information received to improve performance.
18. Interact appropriately with students, staff, parents, and other community members in a positive and professional manner.
19. Follow federal and state laws as well as School Board policies.
20. Willingness to follow classroom schedules, behavior plans and school policies as developed by Lorain City Schools.
21. Help maintain a clean and safe learning environment for the students.
22. Perform such other functions as directed by the supervisor that are reasonably related to the employees' responsibilities.

#### **PHYSICAL AND ENVIRONMENTAL RESPONSIBILITIES OF THE JOB**

1. Physical demands to perform the job.
  - a. Required to lift, climb, kneel, stoop, sit and bend over.
  - b. Ability to hear acutely, corrected or uncorrected.
  - c. Ability to reach above horizontal plane.
  - d. Ability to speak and be understood is required.
  - e. Ability to see, corrected or uncorrected is required.
2. Environmental demands to perform the job.
  - a. Potential exposure to human blood, bodily fluids, tissue or other potentially infectious materials.
  - b. Ability to perform essential job functions with light to heavy background noise.
  - c. Potential exposure to unruly students or adults.

**TERMS OF EMPLOYMENT:** As per the Collective Bargaining Agreement with OAPSE Chapter 120.

**EVALUATION:** By assigned administrator with input from teachers.

Except in a special needs classroom, a paraprofessional may from time to time, be expected to remain in a classroom with students in the absence of a licensed teacher provided that the paraprofessional shall not engage in educational instruction and shall not be alone for longer than thirty (30) minutes. If the paraprofessional is in a special needs classroom there shall be two (2) employees (one of which is a paraprofessional) in the classroom in the absence of a licensed teacher. This does not apply to Instructional Center Paraprofessionals and In-School Assignment Paraprofessionals.

# **LORAIN CITY SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**POSITION: EDUCATIONAL TRANSITIONAL PARAPROFESSIONAL**  
(formerly Mental Health Assistants and SBH Aides.)

**FLSA STATUS:** Non-Exempt

### **OSHA RESPONSIBILITIES:**

1. Knows and uses safe work procedures.
2. Recognizes job hazards and takes proper precautions to assure personal, as well as fellow employee and public safety.
3. Informs his/her supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
4. Actively participates in safety program and training.
5. Immediately reports accidents, injuries and near misses to his/her supervisor.
6. Reports to work in a condition to be able to work safely.
7. Follow school district's Safety Plan.
8. Attends all scheduled training sessions.

### **QUALIFICATIONS:**

1. Associates Degree or completion of a minimum of two years of college education, preferably in the areas of social work, behavioral sciences, or education, or the completion of a formal state or local assessment.
2. Ability to deal with the public tactfully and courteously and to work harmoniously with parents, students and other employees.
3. Pass state mandated criminal check.
4. Pass school district's substance abuse test.
5. Ohio Department of Education Educational Aide Permit.
6. Any other relevant qualifications as determined by the School Board.

**RESPONSIBILITY:** Reports to assigned administrator (assigned duties and areas of responsibility by administrator).

**JOB GOAL:** To ensure the academic success of all students.

## PERFORMANCE RESPONSIBILITIES: Essential Job Functions

1. Assist students with breakfast accommodations as assigned.
2. Keep hourly behavioral charts and document individual behavior throughout the day.
3. Record daily points and maintain level systems.
4. Assist students with class assignments and other academic needs.
5. Attend itinerant's classes with students and monitor those students who are excluded for the day's activities.
6. Give time outs and tend to discipline using behavioral modification techniques.
7. Escort students for daily medication.
8. Produce copying or laminating materials and maintain bulletin boards as required by teacher.
9. At the end of the day, gather work, tally points, and write point sheets for parents.
10. Attend home visits.
11. Monitor class when teacher has an emergency IEP conference, telephone call, or any other serious school matter pertaining to the student.
12. Assist in scheduling field trips and vans for transportation.
13. Supervise students in unstructured settings that can include escorting students to recess, to and from the bus, lavatory breaks, cafeteria, as well as accompanying them on field trips.
14. Responsible for the preparation, distribution, and maintenance of educational materials, resources, and equipment as needed.
15. Provide one to one and/or small group educational or behavioral instruction to identified students regarding any concerns/problems that arise in school, home, or community and report pertinent information to teacher.
16. Demonstrate punctuality in reporting to work and in the completion of assigned duties.
17. Demonstrate a reliable attendance record.
18. Accept criticism and correction positively.
19. Maintain good grooming and personal appearance.
20. Maintain confidentiality of student information and records as required by law.
21. Ensure adherence to good safety procedures.
22. Participate actively in meetings, activities, and inservice training opportunities and utilizes information received to improve performance.
23. Interact appropriately with students, staff, parents, and other community members in a positive and professional manner.
24. Follow federal and state laws as well as School Board policies.
25. Willingness to follow classroom schedules, behavior plans and school policies as developed by Lorain City Schools.
26. Help maintain a clean and safe learning environment for the students.
27. Perform such other functions as directed by the supervisor that are reasonably related to the employees' responsibilities.

## **PHYSICAL AND ENVIRONMENTAL RESPONSIBILITIES OF THE JOB**

1. Physical demands to perform the job.
  - a. Required to lift, climb, kneel, stoop, sit and bend over.
  - b. Ability to hear acutely, corrected or uncorrected.
  - c. Ability to reach above horizontal plane.
  - d. Ability to speak and be understood is required.
  - e. Ability to see, corrected or uncorrected is required.
2. Environmental demands to perform the job.
  - a. Potential exposure to human blood, bodily fluids, tissue or other potentially infectious materials.
  - b. Ability to perform essential job functions with light to heavy background noise.
  - c. Potential exposure to unruly students or adults.

**TERMS OF EMPLOYMENT:** As per the Collective Bargaining Agreement with OAPSE Chapter 120.

**EVALUATION:** By assigned administrator with input from teachers.

**Except in a special needs classroom, a paraprofessional may from time to time, be expected to remain in a classroom with students in the absence of a licensed teacher provided that the paraprofessional shall not engage in educational instruction and shall not be alone for longer than thirty (30) minutes. If the paraprofessional is in a special needs classroom there shall be two (2) employees (one of which is a paraprofessional) in the classroom in the absence of a licensed teacher. This does not apply to Instructional Center Paraprofessionals and In-School Assignment Paraprofessionals.**

## **LORAIN CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION: HOME SCHOOL PARAPROFESSIONAL** (formerly Home School Liaisons.)

**FLSA STATUS:** Non-Exempt

#### **OSHA RESPONSIBILITIES:**

1. Knows and uses safe work procedures.
2. Recognizes job hazards and takes proper precautions to assure personal, as well as fellow employee and public safety.
3. Informs his/her supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
4. Actively participates in safety program and training.
5. Immediately reports accidents, injuries and near misses to his/her supervisor.
6. Reports to work in a condition to be able to work safely.
7. Follow school district's Safety Plan.
8. Attends all scheduled training sessions.

#### **QUALIFICATIONS:**

1. Associates Degree, or completion of a minimum of two years of college education, or verification of successful completion of a formal state or local assessment, if required by law.
2. Ability to deal with the public tactfully and courteously and to work harmoniously with parents, students and other employees.
3. Pass state mandated criminal check.
4. Pass school district's substance abuse test.
5. Ohio Department of Education Educational Aide Permit (Annually).
6. Ability to work flexible hours.
7. Any other relevant qualifications as determined by the School Board.

**RESPONSIBILITY:** Reports to assigned administrator (assigned duties and areas of responsibility by administrator).

**JOB GOAL:** To improve student attendance and attitude toward education.

## **PERFORMANCE RESPONSIBILITIES: Essential Job Functions**

1. Establish techniques of collecting information about students through the use of resources, contacts and home visits.
2. Make home visits to give and obtain information about absences.
3. Keep accurate records of all activities.
4. Provide related information to teaching staff, students and parents.
5. Arrange conferences with students and parents when necessary.
6. Send school attendance letter, refer students to Court Liaison and central office (Superintendent hearings; court referrals; court hearings).
7. Acquaint teachers, students and parents with available community services.
8. Help teachers verify students needing assistance.
9. Assist students, when necessary, with:
  - a. personal problems
  - b. "no-shows"
  - c. ADM, etc.
10. Serve as liaison between parents, students, and teachers.
11. Help ensure participation of parents in school conferences affective their children through home visits, telephone, correspondence, or other means.
12. Help ensure parents' understanding of decisions, procedures, and meetings affective their children.
13. Demonstrate punctuality in reporting to work and in the completion of assigned duties.
14. Demonstrate a reliable attendance record.
15. Accept criticism and correction positively.
16. Maintain good grooming and personal appearance.
17. Maintain confidentiality of student information and records as required by law.
18. Ensure adherence to good safety procedures.
19. Participate actively in meetings, activities, and inservice training opportunities and utilizes information received to improve performance.
20. Interact appropriately with students, staff, parents, and other community members in a positive and professional manner.
21. Follow federal and state laws as well as School Board policies.
22. Willingness to follow classroom schedules, behavior plans and school policies as developed by Lorain City Schools.
23. Help maintain a clean and safe learning environment for the students.
24. Perform such other functions as directed by the supervisor that are reasonably related to the employees' responsibilities.

## **PHYSICAL AND ENVIRONMENTAL RESPONSIBILITIES OF THE JOB**

1. Potential exposure to human blood, bodily fluids, tissue or other potentially infectious materials.
2. Ability to perform essential job functions with light to heavy background noise.
3. Potential exposure to unruly students or adults.



**TERMS OF EMPLOYMENT:** As per the Collective Bargaining Agreement with OAPSE Chapter 120.

**EVALUATION:** By assigned administrator (with input from teacher and Home School Paraprofessional coordinator).

Except in a special needs classroom, a paraprofessional may from time to time, be expected to remain in a classroom with students in the absence of a licensed teacher provided that the paraprofessional shall not engage in educational instruction and shall not be alone for longer than thirty (30) minutes. If the paraprofessional is in a special needs classroom there shall be two (2) employees (one of which is a paraprofessional) in the classroom in the absence of a licensed teacher. This does not apply to Instructional Center Paraprofessionals and In-School Assignment Paraprofessionals.

# **LORAIN CITY SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**POSITION: INSTRUCTIONAL CENTER PARAPROFESSIONAL** (formerly Computer Literacy Instructional Center Aides, Integrated Learning System Instructional Center Aides, School Psychology Aides, and Student Services Instructional Center Aides.)

**FLSA STATUS:** Non-Exempt

### **OSHA RESPONSIBILITIES:**

1. Knows and uses safe work procedures.
2. Recognizes job hazards and takes proper precautions to assure personal, as well as fellow employee and public safety.
3. Informs his/her supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
4. Actively participates in safety program and training.
5. Immediately reports accidents, injuries and near misses to his/her supervisor.
6. Reports to work in a condition to be able to work safely.
7. Follow school district's Safety Plan.
8. Attends all scheduled training sessions.

### **QUALIFICATIONS:**

1. Associates Degree, or completion of a minimum of two years of college education, or verification of successful completion of a formal state or local assessment.
2. Ability to deal with the public tactfully and courteously and to work harmoniously with parents, students and other employees.
3. Pass state mandated criminal check.
4. Pass school district's substance abuse test.
5. Ohio Department of Education Educational Aide Permit (Annually).
6. Be computer literate.
7. Any other relevant qualifications as determined by the School Board.

**RESPONSIBILITY:** Reports to assigned administrator (assigned duties and areas of responsibility by administrator).

**JOB GOAL:** To ensure the academic success of all students.

## **PERFORMANCE RESPONSIBILITIES: Essential Job Functions**

1. Assist students with learning basic computer operations including online research, keyboarding skills, and software use.
2. Utilize computer skills and knowledge of software when trouble shooting.
3. Organize and setup computers in classroom or lab for daily instruction.
4. Assist in language and writing development of students.
5. Follow and assist teacher in design of weekly program of instruction.
6. Prepare instructional materials and bulletin boards.
7. Consult teachers about student progress (strengths and weaknesses) and review their progress periodically, reporting to teacher.
8. Adjust work to comply with program being used in the classroom (i.e. Reading First)
9. Keep current on new software and programs being used.
10. Demonstrate punctuality in reporting to work and in the completion of assigned duties.
11. Demonstrate a reliable attendance record.
12. Accept criticism and correction positively.
13. Maintain good grooming and personal appearance.
14. Maintain confidentiality of student information and records as required by law.
15. Ensure adherence to good safety procedures.
16. Participate actively in meetings, activities, and inservice training opportunities and utilize information received to improve performance.
17. Interact appropriately with students, staff, parents, and other community members in a positive and professional manner.
18. Follow federal and state laws as well as School Board policies.
19. Willingness to follow classroom schedules, behavior plans and school policies as developed by Lorain City Schools.
20. Help maintain a clean and safe learning environment for the students.
21. Perform such other functions as directed by the supervisor that are reasonably related to the employees' responsibilities.

## **PHYSICAL AND ENVIRONMENTAL RESPONSIBILITIES OF THE JOB**

1. Physical demands to perform the job.
  - a. Required to lift, climb, kneel, stoop, sit and bend over.
  - b. Ability to hear acutely, corrected or uncorrected.
  - c. Ability to reach above horizontal plane.
  - d. Ability to speak and be understood is required.
  - e. Ability to see, corrected or uncorrected is required.
2. Environmental demands to perform the job.
  - a. Potential exposure to human blood, bodily fluids, tissue or other potentially infectious materials.
  - b. Ability to perform essential job functions with light to heavy background noise.
  - c. Potential exposure to unruly students or adults.

**TERMS OF EMPLOYMENT:** As per the Collective Bargaining Agreement with OAPSE Chapter 120.

**EVALUATION:** By assigned administrator with input from teachers.

Except in a special needs classroom, a paraprofessional may from time to time, be expected to remain in a classroom with students in the absence of a licensed teacher provided that the paraprofessional shall not engage in educational instruction and shall not be alone for longer than thirty (30) minutes. If the paraprofessional is in a special needs classroom there shall be two (2) employees (one of which is a paraprofessional) in the classroom in the absence of a licensed teacher. This does not apply to Instructional Center Paraprofessionals and In-School Assignment Paraprofessionals.

## **LORAIN CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION: SPECIAL EDUCATION PARAPROFESSIONAL** (formerly Reader Guides and Special Education Teacher Aides.)

**FLSA STATUS:** Non-Exempt

#### **OSHA RESPONSIBILITIES:**

1. Knows and uses safe work procedures.
2. Recognizes job hazards and takes proper precautions to assure personal, as well as fellow employee and public safety.
3. Informs his/her supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
4. Actively participates in safety program and training.
5. Immediately reports accidents, injuries and near misses to his/her supervisor.
6. Reports to work in a condition to be able to work safely.
7. Follow school district's Safety Plan.
8. Attends all scheduled training sessions.

#### **QUALIFICATIONS:**

1. Associates Degree, or completion of two years of college education, or verification of successful completion of a formal state or local assessment.
2. Ability to deal with the public tactfully and courteously and to work harmoniously with parents, students and other employees.
3. Pass state mandated criminal check.
4. Pass school district's substance abuse test.
5. Ohio Department of Education Educational Aide Permit (Annually).
6. Demonstrates an understanding of behavior modification.
7. Possess an understanding of the development characteristics of the multi-handicapped and/or autistic child.
8. A willingness to learn alternative modes of communication to work with individual needs.
9. Any other relevant qualifications as determined by the School Board.

**RESPONSIBILITY:** Reports to assigned administrator with input from teacher (assigned duties and areas of responsibility by administrator).

**JOB GOAL:** To ensure the academic success of all students.

## PERFORMANCE RESPONSIBILITIES: Essential Job Functions

1. Assist students with classroom instruction (individual, small group and large group).
2. Demonstrate a willingness to participate in and attend all field trips and community experiences (includes overnights and evenings on occasion).
3. Demonstrate a flexibility to quickly change activities and/or approach taken with individual children.
4. Assist students with routine daily activities such as feeding **needs**, toileting, **restroom and** diapering **services**, personal grooming **and hygiene needs**, and changing clothes.
5. Coordinate and assist students when moving between areas; carrying out student positioning as directed by the teacher or therapists, a maximum assist lifting of 50 pounds may be required (i.e. 150 pound Student would require three people).
6. Escort students to and from bus, special classes, restroom and lunch, when appropriate.
7. Document all classroom programs, data gathering, documents and tracking tools that are utilized.
8. Provide support to the teacher with the implementation of IEPs for special needs students.
9. Distribute instructional materials to students, clean and maintain materials, equipment and room as directed.
10. Maintain data collection for individual students as directed by the teacher; provide feedback to teachers and parents as instructed.
11. Assist student in understanding teacher instruction by interpreting for the student or whatever other means are necessary.
12. Demonstrate, when necessary, knowledge of CCTV recorders and LP materials.
13. Ability to use Braille, when necessary.
14. Demonstrate punctuality in reporting to work and in the completion of assigned duties.
15. Demonstrate a reliable attendance record.
16. Accept criticism and correction positively.
17. Maintain good grooming and personal appearance.
18. Maintain confidentiality of student information and records as required by law.
19. Ensure adherence to good safety procedures.
20. Participate actively in meetings, activities, and inservice training opportunities and utilizes information received to improve performance.
21. Interact appropriately with students, staff, parents, and other community members in a positive and professional manner.
22. Follow federal and state laws as well as School Board policies.
23. Willingness to follow classroom schedules, behavior plans and school policies as developed by Lorain City Schools.
24. Help maintain a clean and safe learning environment for the students.
25. Perform such other functions as directed by the supervisor that are reasonably related to the employees' responsibilities.

## **PHYSICAL AND ENVIRONMENTAL RESPONSIBILITIES OF THE JOB**

1. Physical demands to perform the job.
  - a. Required to lift, climb, kneel, stoop, sit and bend over.
  - b. Ability to hear acutely, corrected or uncorrected.
  - c. Ability to reach above horizontal plane.
  - d. Ability to speak and be understood is required.
  - e. Ability to see, corrected or uncorrected is required.
2. Environmental demands to perform the job.
  - a. Potential exposure to human blood, bodily fluids, tissue or other potentially infectious materials.
  - b. Ability to perform essential job functions with light to heavy background noise.
  - c. Potential exposure to unruly students or adults.

**TERMS OF EMPLOYMENT:** As per the Collective Bargaining Agreement with OAPSE Chapter 120.

**EVALUATION:** By assigned administrator with input from teachers.

**Except in a special needs classroom, a paraprofessional may from time to time, be expected to remain in a classroom with students in the absence of a licensed teacher provided that the paraprofessional shall not engage in educational instruction and shall not be alone for longer than thirty (30) minutes. If the paraprofessional is in a special needs classroom there shall be two (2) employees (one of which is a paraprofessional) in the classroom in the absence of a licensed teacher. This does not apply to Instructional Center Paraprofessionals and In-School Assignment Paraprofessionals.**

## **LORAIN CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

#### **POSITION: WORK ADJUSTMENT INSTRUCTIONAL PARAPROFESSIONAL**

(formerly Calico Aides, Early Childhood Educational Aides, International Room Aides, Specialty Gifts Aides, and Work Adjustment Instructional Center Aides.)

**FLSA STATUS:** Non-Exempt

#### **OSHA RESPONSIBILITIES:**

1. Knows and uses safe work procedures.
2. Recognizes job hazards and takes proper precautions to assure personal, as well as fellow employee and public safety.
3. Informs his/her supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
4. Actively participates in safety program and training.
5. Immediately reports accidents, injuries and near misses to his/her supervisor.
6. Reports to work in a condition to be able to work safely.
7. Follow school district's Safety Plan.
8. Attends all scheduled training sessions.

#### **QUALIFICATIONS:**

1. Associates Degree, or completion of a minimum of two years of college education, or verification of successful completion of a formal state or local assessment.
2. Ability to deal with the public tactfully and courteously and to work harmoniously with parents, students and other employees.
3. Pass state mandated criminal check.
4. Pass school district's substance abuse test.
5. Ohio Department of Education Educational Aide Permit (Annually).
6. Any other relevant qualifications as determined by the School Board.

**RESPONSIBILITY:** Reports to assigned administrator (assigned duties and areas of responsibility by administrator).

**JOB GOAL:** To ensure the academic success of all students.

#### **PERFORMANCE RESPONSIBILITIES: Essential Job Functions**

1. Work as a contributing team member providing learning experiences for work adjustment students.
2. Assist students in developing work skills in retail sales, general clerical work, manufacturing/assembly work, computer programming, maintenance, displays, preschool education, or food service.



3. Assist in managerial duties as related to the daily operation of the Specialty Gifts & Awards shop, Calico Restaurant, or International Room.
4. Assist with the supervision of students in training and development of job/work skills.
5. Assist with the supervision of students assigned job duties and job completion of responsibilities.
6. Assist with the supervision of students working with appropriate equipment.
7. Assist students in the daily operations of the educational program.
8. Help train and assist students with related equipment operations, cash transactions, and attention to client/customer/student needs.
9. Assist in inventory control.
10. Assist with clerical and bookkeeping duties as needed.
11. Provide supervision and training assistance in the work area.
12. Participate in fund raising and field trip activities.
13. Ability to work flexible hours, as needed.
14. Demonstrate punctuality in reporting to work and in the completion of assigned duties.
15. Demonstrate a reliable attendance record.
16. Accept criticism and correction positively.
17. Maintain good grooming and personal appearance.
18. Maintain confidentiality of student information and records as required by law.
19. Ensure adherence to good safety procedures.
20. Participate actively in meetings, activities, and inservice training opportunities and utilizes information received to improve performance.
21. Interact appropriately with students, staff, parents, and other community members in a positive and professional manner.
22. Follow federal and state laws as well as School Board policies.
23. Willingness to follow classroom schedules, behavior plans and school policies as developed by Lorain City Schools.
24. Help maintain a clean and safe learning environment for the students.
25. Perform such other functions as directed by the supervisor that are reasonably related to the employees' responsibilities.

#### **PHYSICAL AND ENVIRONMENTAL RESPONSIBILITIES OF THE JOB**

1. Physical demands to perform the job.
  - a. Required to lift, climb, kneel, stoop, sit and bend over.
  - b. Ability to hear acutely, corrected or uncorrected.
  - c. Ability to reach above horizontal plane.
  - d. Ability to speak and be understood is required.
  - e. Ability to see, corrected or uncorrected is required.

2. Environmental demands to perform the job.
  - a. Potential exposure to human blood, bodily fluids, tissue or other potentially infectious materials.
  - b. Ability to perform essential job functions with light to heavy background noise.
  - c. Potential exposure to unruly students or adults.

**TERMS OF EMPLOYMENT:** As per the Collective Bargaining Agreement with OAPSE Chapter 120.

**EVALUATION:** By assigned administrator with input from teachers.

Except in a special needs classroom, a paraprofessional may from time to time, be expected to remain in a classroom with students in the absence of a licensed teacher provided that the paraprofessional shall not engage in educational instruction and shall not be alone for longer than thirty (30) minutes. If the paraprofessional is in a special needs classroom there shall be two (2) employees (one of which is a paraprofessional) in the classroom in the absence of a licensed teacher. This does not apply to Instructional Center Paraprofessionals and In-School Assignment Paraprofessionals.

## **LORAIN CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**Title:** Personal Attendant

**Department:** Teaching and Learning

**Reports to:** Assigned Administrator

**Salary Grade:** Per negotiated agreement

**Date:** November 19, 2013

This job description of Personal Attendant is for individuals providing one on one assistance to students with special needs.

#### **JOB SUMMARY:**

Under the supervision of the principal, works closely with the Teacher to provide assistance to a special education **student** as identified by the District.

#### **ESSENTIAL JOB FUNCTIONS:**

- Personal Attendant as identified in the student's IEP.
- Dependent on IEP and student's identified disability.
- Assists assigned student with classroom instruction.
- Supervises assigned student if needed to calm, redirect, de-escalate in the classroom or a separate setting if needed.
- Demonstrates a willingness to participate in and attend field trips and community experiences.
- Demonstrates a flexibility to quickly change activities and /or approach taken with individual children.
- Assists student with routine daily activities (i.e. feeding, toileting, diapering, personal grooming, and changing clothes).
- Coordinates and assists student when moving between areas; assisting with student positioning as directed by the teacher or therapists.
- Documents classroom programs, gathers data, prepares documents and tracking tools when appropriate.
- Escorts student when needed.
- Provides support to the teacher with the implementation of IEP's for the special needs student.
- Distributes instructional materials to student when appropriate.
- Cleans and maintains materials and equipment in room as needed.

- Maintains and collects data for individual student as directed, provides feedback to teacher and parents as needed.
- Assists student in understanding teacher instruction.
- Maintains confidentiality of student information and records as required by law.
- Willingness to follow classroom schedules and behavior plans.
- Prepare parent communication when applicable.
- Follows federal and state laws.
- Adheres to School Board Policies.
- Performs other job duties as assigned.

#### **NON-ESSENTIAL JOB FUNCTIONS:**

- Demonstrates punctuality in reporting to work and the completion of assigned duties.
- Demonstrates a reliable attendance record.
- Participates in meetings, activities, and in-service training opportunities and utilize information received to improve performance.
- Interacts appropriately with students, staff, parents, and community members in a positive and professional manner.
- Helps maintain a safe learning environment for students.
- Maintains a good grooming and personal appearance.

#### **MINIMUM REQUIREMENTS:**

Ability to deal with the public tactfully and courteously and to work harmoniously with the parents, students, and other employees. Pass state mandated criminal check and district's substance abuse test.

Maintains the Educational Aide Permit obtained from the Ohio Department of Education. A willingness to learn alternative modes of communication to work with individual needs.

#### **WORKING CONDITIONS:**

While performing the duties of this job, the employee must be able to use a keyboard, calculator, and telephone. Frequent sitting, talking, hearing, and occasionally stand, stoop, kneel, crouch, crawl, lift (10lbs.), and an ability to adjust vision for close vision work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TERMS OF EMPLOYMENT:** As per the Collective Bargaining Agreement with OAPSE 120

**EVALUATION:** By assigned administrator

*The information contained within this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties for this position. Additional duties will be performed by the individuals holding this position and additional duties may be assigned in the future.*

***The positions of Personal Attendant shall be assigned by the District in such a manner as the District believes is in the best interests of the student, taking into consideration gender, work schedules, personalities and the desires of the student's parents and the employee. Prior to any permanent change in assignment of a Personal Attendant, the District shall meet and confer with the union and the employee involved.***

***Employees can submit a bid for Personal Attendant Vacancies with the Location of the assignment listed and will be considered; however filling of the vacancy will be determined by the provisions stated above.***