

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Paraprofessional
Reports To:	Principal/Director of Pupil Services/Transportation Supervisor
Status:	FLSA Classified (O.R.C. 3319.081, 3319.088)
General Description:	<p>Assist in providing basic support services to assist with the instructional program and to promote the physical and emotional wellbeing of students.</p> <p>Assist with the safety of handicapped children on and off the bus including physically handicapped with crutches/wheelchairs and provide for the safety of students during transport, loading, and unloading.</p>
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Specialized training for working with students; training in the implementation of specific medical procedures, including First Aid, CPR, and School Safety (ALICE). 3. Educational aide permit. 4. School van driver certificate/eligible in accordance with OAC 3301-83-06. 5. Successful experience working with children and young adults. 6. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 7. Good health and good attendance record. 8. Able to safely and appropriately lift and manage preschool and special needs children when necessary. 9. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, community job sites, all areas of the transportation center, school buses, district vehicles, and appropriate areas of school and District property and facilities. 2. Able to safely and appropriately lift, manage, and provide personal care for students when necessary. 3. Able to administer medications and specific medical procedures for students. 4. Effective communication and interpersonal skills. 5. Able to present information in a clear and compelling manner. 6. Able to work successfully with students, parents, teachers, administrators, and the community. 7. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 8. Able to interact well with other people, but also able to work independently. 9. Able to move freely through the bus to assist with emergency evacuations, to assist or lift younger students and carry them to safety when necessary. 10. Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Assist in providing supervision and support services for students in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. * Maintain organization, control of student behavior and discipline, and a positive learning environment, as assigned. 3. Operate a school van to transport students for specific educational programs/services, to/from school, and on field trips, etc. in a safe and timely manner. Assist with the safe and efficient transportation of students in accordance with District policies and administrative guidelines, Ohio Pupil Transportation Operation and Safety Rules, and the provisions of State and Federal law. 	

MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION

4. Assist with established pre-trip and post-trip inspections of assigned vehicle and with checks of safety devices including fire, emergency, and first aid equipment.
5. Help to maintain cleanliness, appearance, and sanitation of assigned vehicle and equipment.
6. Properly operate all safety and assistive technology/equipment, including two-way radios, ramps, lifts, wheel chairs, car seats, harnesses, seat belts, etc; assists with safety drills, evacuation drills, and administration of first aid as required.
7. Assist with reporting mechanical defects or malfunctions to the Supervisor and Mechanic in writing.
8. * Assist in skill reinforcement in accordance with lesson plans as provided.
9. Consult with parents and school staff, as appropriate, regarding health assessment results and first aid or health concerns, as assigned.
10. Work in conjunction with District staff to promote instructional services and support for students in accordance with individualized education plans (IEPs) and/or other District-authorized accommodation plans.
11. Arrange transportation to job site(s) and assist with instruction during travel to and from assigned site(s).
12. Secure and prepare equipment and supplies for classroom/student use and return when finished.
13. Maintain the system to classify, catalog, inventory, and circulate library/media materials.
14. * Maintain up-to-date records, that may include student health/immunization records, and complete reports as required by law, District policy, and administrative guidelines.
15. Assist in the implementation of intervention strategies and of individualized education plans (IEPs), 504/ADA, and/or other District-authorized accommodation plans.
16. Collect and record student data regarding student performance, behaviors, and progress toward goals and objectives.
17. Assist with the exclusion and re-admission of students in connection with District policies and county/state health department regulations, as assigned.
18. *Monitor student behavior as assigned; implement strategies to address persistent behavior problems and assist with crisis response plan measures regarding aggressive student behavior.
19. *Assist in the implementation of student health, wellness, and safety initiatives and administer medications, first aid, and necessary medical procedure support as prescribed and as assigned.
20. Complete and submit incident report in a timely manner using District reporting system.
21. Monitor student hygiene and safety practices.
22. Participate in professional development training as assigned on topics related to special needs services.
23. * Consult with school staff regarding student referrals, implement prevention and intervention strategies, intervene with health issues, allergies, chronic health conditions, and physical disabilities, and manage related student hygiene and cleanliness issues.
24. Oversee the loading and unloading of students and release of students to an authorized individual, including crossing roadways and/or assisting the student to a building as needed.
25. Supervise students as they board and leave the bus and cross the street; assist children to the building as needed.
26. Communicate with teachers and parents on a daily basis regarding student behavior while on the bus.
27. Become familiar with assigned route(s) to and from school to be of assistance to a substitute driver when needed. Assist in maintaining an updated route schedule.
28. * Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities; identify and report safety hazards in school facilities, on District premises, and school activity sites.
29. Develop and maintain positive school-community relationships and timely communications.
30. Assist with field trips and other class-related activities.
31. Requisition and acquire material, supplies, and equipment, as needed, to carry out program.
32. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
33. Respond to specific requests from the Director/School Nurse/Principal/teacher on matters affecting the program and operation of the District.

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

34. Maintain positive relationships was timely communication with students, parents, District staff and the community.

35. Assist with other routes, as requested, when breakdowns other unusual circumstances occur.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, human beings.
2. Demonstrate a belief in and practice of ethical principles and democratic values.
3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee's professional responsibilities.
4. Keep up-to-date and knowledgeable of educational issues, applied behavior analysis, data collection strategies, and District-related matters.
5. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Occasional operation of school van.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.