



## **POSITION DESCRIPTION**

**TITLE:** Paraprofessional (Preschool Classroom Paraprofessional)

### **QUALIFICATIONS:**

1. Associates Degree, or
2. High school diploma, with successful completion of Paraprofessional Assessment
3. Ability to work with students with behavioral challenges
4. Ohio Educational Aide certificate
5. BCI/FBI background check
6. Physically capable to do student transfers as necessary to maintain the care of students in the classrooms
7. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**RESPONSIBLE TO:** Superintendent, or designee

**FUNCTION:** Under immediate supervision, provide assistance to teachers in the preparation and presentation of activities, supervision, and meeting the needs of all students within the preschool classroom.

### **RESPONSIBILITIES:**

1. Assist in the care, welfare, safety and security of students and staff members.
2. Maintain respect at all times of confidential information, e.g., student IEP's, testing information, student and staff information.
3. Interact in a positive manner with staff, students and parents.
4. Assist in the preparation and presentation of teacher planned activities.
5. Assist with the presentation of lessons and activities to small groups of students after appropriate teacher training.
6. Supervise and monitor students in all school settings based on teacher instructions.
7. Participation in team approach for development of behavior management strategies designed to increase pro-social skills and decrease challenging behaviors.
8. Assist teachers in implementing behavior management plans necessary for the education of students.
9. Assist in completion of necessary documentation and paperwork for charting behavior and academic progress.
10. Assist in maintaining cleanliness and appearance of the classroom
11. Promote good public relations by personal appearance, attitude, and conversation.
12. Attend work regularly and punctually.
13. Work cooperatively and positively with others in small groups.
14. Handle emotionally charged situations in a calm manner.
15. Strive to maintain and improve professional competence.
16. Attend staff meetings and serve on staff committees as required.
17. Reports suspected child abuse and/or neglect to authorities as required by law.
18. Promotes a positive image of the OVESC and school districts.
19. Maintains an acceptable attendance record and is punctual.
20. Such other duties as assigned by the OVESC Superintendent, or his/her designee

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Attend training sessions as determined by state or district policies and procedures
2. Attend professional development meetings and in-services as required
3. At the request of the supervisor, attend parent conferences, home visits, or team meetings with school staff

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Knowledge of public school policies and practices
6. Basic computer skills
7. Ability to operate various office equipment
8. Ability to learn to operate adaptive equipment
9. Commitment to education

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional interaction with unruly children
2. Occasional exposure to blood, bodily fluids and tissue
3. Occasional requirement to travel
4. Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
5. Regular requirement to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
6. Requirement to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds

**TERMS OF EMPLOYMENT:** To be determined by the Ohio Valley ESC Superintendent and Board.

**EVALUATION:** Performance will be evaluated with provisions of the OVESC's policy.

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 further certify that I have reviewed the most current copy of the Ohio Valley Educational Service Center Policy Manual.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_