



TITLE: Nurse Attendant Paraprofessional

QUALIFICATIONS:

1. Minimum of Associate Degree, or
2. High school diploma, with successful completion of the Praxis II test for Paraprofessionals.
3. Ohio Educational Aide certificate
4. BCI/FBI background check
5. Ability to work with students with behavioral challenges
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: To assist teacher in developing and implementing programs and promoting learning and participation in the education process by promoting optimal health for children.

RESPONSIBILITIES:

1. Demonstrate knowledge and understanding of typical human development.
2. Demonstrate an understanding of developmentally appropriate practices.
3. Assist in implementing IEP'S and modified curriculum.
4. Assist teacher in implementing lesson plans.
5. Assist teacher in maintaining records.
6. Assist teacher in developing and providing individualized instruction.
7. Assist teacher and specialized personnel (physical therapists, occupational therapists, etc.) in planning and implementing classroom activities.
8. Organizes tasks and manages time effectively.
9. Completes paperwork accurately.
10. Maintain student data.
11. Maintain professional attitude, demeanor, and confidentiality.
12. Possess excellent interpersonal skills.
13. Attend staff meetings and serve on staff committees as required.
14. Reports suspected child abuse and/or neglect to authorities as required by law.
15. Promotes a positive image of the OVESC and service-area school districts.
16. Such other duties will be assigned by the OVESC Superintendent or 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 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: _____

