

**MONROE BOARD OF EDUCATION
JOB DESCRIPTION**

<u>Position/Title:</u>	Paraprofessional – Student Attendant
<u>Reports To:</u>	Director of Pupil Personnel
<u>Employment Status:</u>	195 Days per District Calendar including 10 paid holidays FLSA non exempt; MEA nonexempt
<u>Hours:</u>	7.5 hours per day; 5 days per week
<u>Salary:</u>	MEA Salary Schedule - Classified Employee
<u>Qualifications:</u>	<ol style="list-style-type: none">1. At least two years of study at an institution of higher education; an associate (or higher) degree from an accredited institution of higher education OR meet a rigorous standard of quality and demonstrate, through passage of the <i>Parapro Assessment</i> (developed by ETS), (i) knowledge of, and the ability to assist in instructing reading, writing and mathematics; or (ii) knowledge of, and the ability to assist in readiness for reading, writing, and mathematics and apply for ODE certificate.2. State of Ohio teaching certificate/license or State of Ohio educational aide permit. ESEA endorsement required.3. Valid driver's license.4. Willingness and ability to work as a member of a team.5. Good communication skills.6. Computer experience.7. Good health, high moral character, and good attendance record.8. Criminal background check or investigation that is free of violations that prohibit public school employment.9. Could require physical work, i.e. lifting, bending, frequent ups and downs.
<u>Job Description:</u>	Assists students with disabilities with personal health care needs within the confines of the educational setting. Assist in providing a well-organized, smoothly functioning class or school environment in which students can take full

advantage of the instructional program and available resource materials.

Essential Functions:

Provide a safe and hygienic environment by:

1. Feeding students or assisting students with feeding.
2. Addressing the student's needs according to the "individualized behavior plan". Assisting student with arrival and departure (to/from bus, auto, etc.).
3. Lifting, transferring, positioning and securing student (wheelchair, chair, scooter or walker to floor mats/changing table).
4. Assisting students with mobility, including wheelchair scooters.
5. Accompanying/escorting student to various locations (office, restroom, clinic, lunchroom, lunch-line, classrooms).
6. Accompanying students performing job tasks in the building.
7. Cleaning and preparing all equipment for summer storage.

Assist in direct instruction by:

1. Active supervision and or engagement with students.
2. Assisting student in classroom instruction as directed by teacher in either regular classroom or resource room or other instructional area.
3. Providing one-on-one student instruction by clarifying directions, giving verbal instruction and re-teaching material.
4. Scribing and copying notes for students, when appropriate.
5. Assisting student in various classrooms with core subjects, music programs, art class, gym, computer lab and science lab.
6. Supporting/reinforcing/assisting student with their work, i.e. using additional materials, hand-over-hand instruction, and role-playing of social skills.
7. Assisting student with researching, preparing and giving presentations.
8. Motivating and redirecting students to stay on task in the classroom.
9. Modifying work space for the student.
10. Addressing student behavioral issues as they arise.

Assisting student and/or teacher by:

1. Adapting material such as homework, tests, projects and written assignments.
2. Cutting, coloring, hole punching, laminating and /or assembling materials for classroom use.
3. Assisting in preparing and straightening classroom for students: Daily, and at the beginning and end of the school year.
4. Using a copier for reproducing tests, assignments, and materials.

5. Driving a school van may be required in certain situations.

Assist with record keeping and/or communication by:

1. Completing district required reports: timesheets, mileage forms, absence reports, leave requests, accident reports, student incident reports, suspected child abuse reports.
2. Participating with in-service activities as requested.
3. Maintaining confidentiality.
4. Collaborating with classroom teachers, OT, PT, Adaptive PE, and/or speech therapist.
5. Checking e-mail, voice mail, school mailbox daily.
6. Communicating and understanding deaf, non-verbal, blind or vision impaired students.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill in students the belief in and practice of ethical principles and democratic values; and
3. Conducts other duties related to the curriculum director's duties as assigned by the superintendent.

Additional working conditions:

1. Exposure to loud noises, unruly children/adults, and communicable disease.
2. Exposure to blood, bodily fluids and tissue, exposure to traffic.
3. Occasional exposure to blood, bodily fluids, and tissue.
4. Occasional interaction among unruly children.

MONROE LOCAL SCHOOLS

JOB DESCRIPTION

PARAPROFESSIONAL-STUDENT ATTENDANT

This job description in no manner or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or designee)

Date

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 Monroe's Board of Education Personnel Policy Manual.

(Signature)

Date