

**NORTHWEST OHIO EDUCATIONAL SERVICE CENTER  
JOB DESCRIPTION**

**Title:**                   **SUBSTITUTE PARAPROFESSIONAL NWOESC CONSORTIUM LIST**                   **File 513b**

**Reports to:**           NwOESC, employing agency, or employing district Assigned administrator/supervisor

**Job Objective:**       Serve as paraprofessional in various NwOESC classrooms and locations across the NwOESC service area. *Duties require traveling to assignments throughout the NwOESC service area.*

**Minimum Qualifications:**

- Valid state department of education license/permit to serve as an educational paraprofessional.
- Meets mandated state/federal criteria for substitute paraprofessional.
- Educational aide permit required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.

**Note:** *Substitutes must obtain training and maintain skills to fulfill compliance requirements applicable to the position as required by policy and state/federal law.*

**Essential Functions:**

- 1. Arrives on time prepared to work. Complies with established work schedules.**
  - Performs non-teaching support services as a collaborative member of the educational team.
  - Prepares/distributes classroom materials. Prepares program equipment for use (e.g., computers, media resources, etc.). Keeps program areas orderly. Cleans/maintains equipment as directed.
  - Helps with classroom records and data collection. Verifies the accuracy of information as directed.
  - Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed.
  - Assists individuals and small student groups with remedial or enrichment activities.
  - Reinforces instructional objectives introduced by the teacher/intervention specialist.
  - Supports an inclusive educational environment. Helps students assimilate into the school environment. Helps implement classroom accommodations as directed by the teacher.
  - Works with program staff to identify student assistance strategies most likely to be effective.
  - Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, use of instructional/media resources, etc.).
  - Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
  - Attends to student concerns discreetly when assistance is requested.
  - Assists students with personal care as trained by a health care professional.
  - Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).
  
- 2. Exemplifies professionalism to enhance NwOESC and member district public images.**
  - Diligently attends to job details. Pursues quality work results. Performs all aspects of the job.
  - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
  - Maintains an acceptable attendance record. Provides prompt notice of delays or absences.
  - Maintains a professional appearance. Wears work attire appropriate for the position.
  - Respects privacy. Resolutely maintains the confidentiality of privileged information.
  - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
  
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
  - Prepares and maintains accurate records. Submits required paperwork on time.
  - Refers administrative procedure and policy questions to an appropriate administrator.
  - Seeks clarification when directives are unclear.
  - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.
  
- 4. Pursues opportunities to enhance personal performance.**
  - Keeps current with professional standards associated with work duties.
  - Updates personal skills as needed to effectively utilize task-appropriate technology.
  
- 5. Keeps current with emergency management plan procedures.**
  - Protects program property. Takes precautions to prevent the loss of equipment and supplies.
  - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

- Upholds high standards for proper conduct. Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.

**6. Performs other specific job-related duties as directed.**

**Performance:** Substitute performance is evaluated informally through feedback from NwOESC, substitute agency, and/or employing district.

**Working Conditions:** Substitutes are provided opportunity without discrimination in regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. NwOESC and member districts are alcohol and drug free work environments. Substitutes must follow all NwOESC/employing agency/employing district policies, workplace safety regulations, and health laws.

This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.