

NORTHWEST OHIO EDUCATIONAL SERVICE CENTER

Defiance, Fulton, Henry and Williams Counties

Title: SUBSTITUTE PARAPROFESSIONAL

Job Objectives: Perform a variety of educational and support services to help students achieve productive learning experiences. Provide guidance and encouragement to help students pursue their intellectual, social and emotional potentials. Promote the inclusion of students with disabilities into regular classrooms and school activities. Recognize each professional contact as an opportunity to promote a positive impression of the educational service center.

Minimum Qualifications:

- High school diploma or equivalent
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.
- Hold or be qualified to obtain an Educational Aide Permit.
- Ability to learn skills appropriate for the position including the physical ability to lift a minimum of 40 pounds.
- Ability to travel to assignments.

Responsibilities and Essential Functions:

- Be responsible for learning the functions and proper procedures for all assigned duties of the absent paraprofessional under the guidance of the assigned teacher and/or supervisor, or licensed health professional. (e.g., feeding, toileting, catheterization, wheelchair transfers, mobility, lifting, carrying, positioning, operation of personal devices, etc.).
- Help maintain a nurturing environment for students. Collaborate with appropriate staff as necessary.
- Work with individual and/or small groups as your assignment requires.
- Gain a basic understanding of the regular classroom routine and the needs of the individual students.
- Perform routine clerical work and record keeping related to classroom activities as directed by the classroom teacher.
- Help with the preparation of classroom materials including the operation of any office equipment including classroom computers and other resource equipment.
- Assist the teacher in keeping the classroom, storage and work areas orderly (e.g., store equipment, shelve books, clean spills, etc.).
- Be aware of the normal functions of personal assistive devices. Identify problems. Immediately report unsafe conditions.
- Provide close supervision and take reasonable precautions to ensure student safety. Do not leave students unsupervised.
- Serve as a role model for staff and students. Exemplify responsible leadership.
- Perform other specific job-related duties as directed.

Working Conditions: Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Interaction with disruptive and/or unruly individuals.
- Duties may require riding in a vehicle.