

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS
Job Description

Date: July 20, 2012

Title: **EDUCATIONAL ASSISTANTS – Classroom and Special Needs**

Reports To: Principal

Employment Status: Full Time

FLSA Status: Non-Exempt

Qualifications:

- * Ohio teacher aide certificate
- * High school diploma or equivalent
- * Requirement to lift, push, pull or carry various classroom materials, supplies and/or equipment up to a maximum of 50 pounds, including assistance in the transfer of non-ambulatory student
- * Ability to communicate ideas and directives clearly and effectively both orally and in writing
- * Good health, physical stamina, fitness and vitality

Pre-School:

- * Have or be willing to get First Aid, Child Abuse and Communicable Disease training. Must be renewed every three years.
- * Must have 15 hours of inservice per year for the first 3 years and 5 hours per year every year after that.

General Descriptions: To help, assist, and give aid/support for the effective and efficient operation of the classroom and to the teacher in the learning-teaching process.

Essential Functions:

1. Aid students individually and in small groups with their tasks, reading, and activities that work to reinforce instructional concepts.
2. Has computer technology to assist students when necessary.
3. Assist students who were absent upon their return.
4. Prepare materials and equipment for classroom as directed by the teacher/team.
5. Assists teacher/team in maintaining student permanent records and IEP students.
6. Distribute communiqués to be sent home with the children.
7. Make school-related telephone calls for the teacher/team.
8. Assist the teacher/team in supervision of various classroom activities, field trips, etc. Shop for groceries and other supplies when needed.
9. Attend occasional evening parent-teacher conferences.
10. Work with the library media center in locating lost and overdue books.
11. Assist students with personal hygiene issues as directed by teacher to include toileting (diaper changing where appropriate), eating, dressing and grooming.

Expectations:

1. Demonstrate support for the district's Vision, Mission and Beliefs.
2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
3. Ensure that decisions are based on data.
4. Demonstrate flexibility and openness to innovation in the performance of job related duties.
5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
6. Adhere to and enforce all board policies.
7. Perform other tasks as assigned by the immediate supervisor.
8. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the District.

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Additional Working
Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.