



Middletown City School District  
Job Description

Paraprofessional Aide (Mild Moderate)

EMIS Position Code 415

Qualifications

1. Valid driver's license and Social Security Card.
2. Must have a phone.
3. High school graduate or equivalent.
4. Be experienced in working with and around children whose ages are on a par with whom the monitor will be assigned.
5. At least 21 years of age.
6. State and Federal Background Check free of infractions
7. Demonstrates a sincere desire to aid all students.
8. Good health, high moral character, and good attendance record.
9. Hold a current and valid Student Monitor Educational Aide Permit from the Ohio Department of Education.
10. In buildings that qualify for Title 1 Funding, candidates must have one of the following:
  - 48 College semester hours
  - 72 College quarter hours
  - Associate Degree
  - Passed the Ohio Paraprofessional test
  - Properly meets Highly Qualified criteria as they pertain to paraprofessionals.

Reporting

Building Principal, Special Education Coordinators, and Sr. Director of Student Services

Supervises

Supervises students assigned to: the classroom, study hall, lunchrooms, cafeterias, hallways, in-school suspension rooms, and school grounds including but not limited to parking lots, and buses to insure that students are orderly and complying with school regulations.

Job Goals

1. To assist in the instruction of special education students individually and in small groups.
2. To confer on a regular basis with teacher in regard to planning and scheduling activities, instructional goals and objectives, pupil progress, and students with pertinent health and/or behavior problems.
3. To monitor and report pupil progress in the areas of behavior, performance, and instructional interventions related to individual education plans.
4. To assist teachers in implementing the division course of study through individual and group instruction.
5. To relieve instructional staff members of routine tasks related to the instructional assignment; provide intensified learning experience for students in assigned area; perform a variety of clerical and supportive tasks for instructional personnel; and do related work as required.

## Performance Responsibilities

1. Reinforce specialized learning strategies and materials as directed.
2. Assist with implementation of a student(s) IEP.
3. Attend in-service training, safety meetings, and other activities as directed.
4. Reinforce and monitor student behavior plans.
5. Document and report student progress to appropriate teachers and specialists.
6. Facilitate social skills, student development, and behavior in a variety of educational settings (i.e. lunch, playground, etc.)
7. Supervise and guide students in toileting and /or assists with diapering.
8. Assist instructional personnel with the development and presentation of learning materials and instruction in all areas of the curriculum.
9. Tutor students individually or in small groups to reinforce and follow-up learning activities .
10. Monitor and assist students through drill, practice and study activities following the presentation of instructional concepts.
11. Supervise students in a variety of settings.
12. Assist in building relationships with students to create a positive school culture.
13. Intervene in potential conflicts for the purpose of minimizing disruptions to the classroom.
14. Notify the teacher of discipline or student related problems.
15. Promote good social relationships between students.
16. Explain procedures and rules to students.
17. Maintain confidentiality of pupil records in accordance with legal requirements and policies.
18. Uphold district policies and procedures.
19. Demonstrate professionalism, exhibit a professional attitude, and model appropriate behavior.
20. Perform all other duties as assigned by the building principal.

## Other information associated with this position

### **Additional working conditions may include:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with unruly people.
4. Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds (100 pounds on wheels), e.g., paper boxes, deliveries of supplies and equipment.
5. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
6. Travels to meetings and work assignments.

**Status:** Non-exempt

**Employment Status:** 181 (+) days

*This job description is only to be interpreted as a basic guideline of your job responsibilities. As a district we require employees to perform duties as assigned that may not appear on this job description. District personnel will be required to follow the instructions and perform the duties required by their supervisor, appointing authority, or designee.*

*Revised: 03/09/2014*