

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

<b>TITLE:</b>	<b>PARAPROFESSIONAL (Aide)</b>	<b>REPORTS TO:</b>	Principal or designee
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**TRAINING QUALIFICATIONS**

- High school diploma or GED equivalency, 2-year college training required or evidence of passing the ParaPro exam
- Valid Educational Aide permit as issued by the Ohio Department of Education
- Interest in working with students in a small or large group setting
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REQUIRED SKILLS AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

**JOB GOAL**

- To assist the school staff and building principal in coverage of assigned duties
- To help teachers and the building principal in the overall operation of the school
- To provide assistance to teachers and students as assigned
- To ensure the safety of students and staff

**WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Frequent work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

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 Revised date:

- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing, etc.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

**Special Education (SE)**

1. Assists the teacher with daily preparation, care and organization of equipment and materials for classroom instruction
2. Assists the classroom teacher in the implementation of each child's individual education plan to develop gross motor, fine motor, cognitive, academic, language, speech, self-help, auditory, personal/social skills
3. Maintains confidentiality regarding all information pertaining to all special education students, including, but not limited to, classroom activities, interactions with the teacher and other staff members, interactions with family members and all records/files
4. Promotes a positive image of students with disability and the special education program to other staff, students and community
5. Attends to the children's daily hygiene, toileting and eating needs, if necessary
6. Attends to any unique physical and/or medical needs of students following appropriate training as may be assigned
7. Help facilitate students' needs in regards to the community setting as it relates to their IEP (Individual Education Plan) goals and objectives
8. Maintains a calm attitude and sense of control at all times
9. Supports the teacher in all decisions regarding students
10. Assists the children in the cafeteria, playground and in other in-school non-classroom locations
11. Assists the teacher with record keeping tasks
12. Instructs individuals or small groups of students in the classroom under the teacher's supervision
13. Provides appropriate motivation and reinforcement with the children
14. Provides behavioral control of students and monitors instructional activities during temporary absence of the teacher
15. Attends parent and staff meetings as requested by the teacher or supervisor
16. Attends professional growth training sessions as needed
17. Assists and/or observe students with disabilities in mainstream classes, as needed
18. Assists mainstream teachers who work with students with disabilities, as needed
19. Complies with policies and procedures adopted by the Zanesville City School District Board of Education
20. Maintains professional standards of dress, conduct, confidentiality, and parent/staff interactions
21. Performs other school-related duties at the request of the classroom teacher, special education coordinator, special education supervisor, and director of pupil services

**Limited English Proficient (LEP)**

1. To ensure the safety of students and staff
2. Assists in the supervision of students before, during and after the school day
3. Assists students with class work
4. Assists teacher in daily school related tasks as assigned
5. Provides tutorial service as required for individual students
6. Prepares study materials for students as directed by teacher
7. Maintains confidential information at all times
8. Assists students, as needed, with computer assignments
9. Keeps and maintains up-to-date records of students as directed by teacher
10. Participates in any professional training programs, as assigned
11. Provides interpreting/translation services when appropriate

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**Elementary/Middle School Library Aides**

1. Opens, closes and sets up for daily operation of media center
2. Helps in the supervision of students in the media center and helps maintain an atmosphere of quiet seriousness
3. Performs circulation duties for all media center materials (i.e. books, videos, computer CD's, audio CD, DVD's, magazines and equipment)
4. Creates and prepares circulation reports, bibliographies, forms, genre reports, library schedules and overdue reports and notices for staff and students
5. Processes all new media center material completing the cataloging, labeling and preparation for circulation
6. Maintains the general cleanliness and organization of the media center
7. Completes repairs and cleans all materials and equipment
8. Completes inventory on all media center materials and equipment and keeps a book of supply inventories
9. Introduces and teaches usage of resources and materials to students and staff
10. Prepares bulletin boards and displays
11. Identifies and gathers materials from all media centers in district to assist teachers in the instruction of all curriculum requirements
12. Collects and submit money obtained from staff/students for all damaged and destroyed materials
13. Informs staff of the acquisition of new materials, equipment and subscriptions
14. Performs other related tasks at the direction of the building principal

**Junior High/High School Library Aides**

1. Opens, closes, and sets up for daily operation of the media center
2. Supervises students in the media center and maintains an atmosphere conducive to learning
3. Performs circulation duties with all materials (check-in, check-out, holds, ILLs, shelving, etc.)
4. Generates and distributes overdue notices of library materials for students and staff
5. Generates, distributes and collects fines and/or fees for lost or damaged items
6. Run reports specific to library automation software as needed
7. Prepares bibliographies, forms, library schedules, letters, etc.
8. Creates bulletin boards and book displays
9. Requests, suggests and/or orders new materials as needed
10. Catalogs and processes all new library materials
11. Repairs damaged library materials
12. Performs or assists with annual inventory of library materials
13. Maintains general cleanliness and organization of the media center
14. Performs cleaning, simple repair and troubleshooting of audio-visual equipment
15. Performs a variety of activities, media-related tasks and operates the facility as assigned by the media specialist or building administrator
16. Pulls materials for reserves, teacher requests, displays, etc.
17. Instructs staff and students in the use of resources and media center technology
18. Informs staff and students of new materials, subscriptions, equipment, etc.
19. Maintains library computers and submits tech requests as needed
20. Stays current on library automation software updates and changes
21. Maintains periodical list, catalog files and other files, as needed
22. Checks in periodicals, makes jobber claims and maintains locked files
23. Other tasks as assigned by school library/media specialist or building principal

**In-School Study (ISS)**

1. Assists in the supervision of students before, during and after the school day
2. Assists with the supervision of students during emergency drills, assemblies, lunch, etc.
3. Assists students with class work and make-up work
4. Provide tutorial service as required for individual students
5. Communicates with classroom teacher on lesson assignments

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POSITION NO. 4.80

6. Serves as a source of information and help for sub teachers
7. Maintains confidential information at all times, e.g., student records, free/reduced lunch forms, student test scores, etc.
8. Prepares study materials for students as directed by teacher
9. Keeps and maintains up-to-date records of students as directed by the teacher
10. Participates in any in-service training programs as assigned
11. Performs other tasks assigned by the building principal or classroom teachers on an as needed basis

**Kindergarten Classroom Aide (KCA)**

1. Assists the teacher in reinforcing basic grade level skill needs of identified students
2. Instructs individuals or small groups of students in the classroom under the teacher's supervision
3. Assists the teacher, as directed, with classroom activities and lessons
4. Helps conduct individual assessments as directed by the teacher
5. Assists the teacher with the preparation and organization of equipment and materials for classroom instruction
6. Supports the teacher in all decisions regarding students
7. Attends professional growth training sessions as needed
8. Maintains confidentiality regarding all information pertaining to assigned students including, but not limited to, classroom activities, interactions with the teacher and other staff members, interactions with family members and all records/files
9. Complies with policies and procedures adopted by the Zanesville City Schools Board of Education
10. Maintains professional standards of dress, conduct, confidentiality and parent/staff interactions
11. Performs other school-related duties at the request of the classroom teacher and building principal

TERMS OF EMPLOYMENT	180 day contract
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