

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

<b>TITLE:</b>	<b>PARAPROFESSIONAL (Special Education 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.

Adoption date:  
 Revised date:

POSITION NO. 4.80

- 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
22. Complies with policies and procedures adopted by the Zanesville City Schools Board of Education

<b>TERMS OF EMPLOYMENT</b>	180 day contract
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