

Wyoming City School District Job Description

Job Title: Educational Aide

Reports to: Building Principal and/or Assistant Principal

FLSA Status: Nonexempt

Board Adopted:

Board Approved Revision: April 22, 2019

GENERAL DESCRIPTION

Educational aides deliver services directly to students based on direction provided by teachers, administrators, and other district personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Working with special needs and/or at-risk students
- Provides direct support (instructional, custodial, behavioral) to students
- Ability to work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher
- Effectively provide accommodations to students to enhance their access to the general education curriculum under the direction of the teacher
- Effectively collect data to assist teachers, parents, and administrators in the decision-making process
- Ability to resolve conflicts and solve problems in a collaborative manner
- Ability to establish positive relationships with staff, community, and administration
- Maintains high level of ethical behavior and confidentiality of information
- Maintains and enforces safe, consistent and established rules for all students
- Encourages student leadership, initiative, service, independence and responsibility
- Provides input on the development of the IEP as applicable through progress monitoring, gathering data, and/or team meetings
- Assist teachers and administrators in all aspects of service delivery such as room preparation, preparation of materials, etc. for individual student
- Demonstrate ethical and professional behavior in the exercise of duties while maintaining confidentiality
- Assist with testing, pre-testing, and ongoing assessment of students as required
- Participate fully in professional development to enhance personal skills and knowledge
- Monitor and supervise students to promote a safe and healthy learning environment
- Maintains up to date knowledge of technology used by their district
- Performs other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

CERTIFICATES, LICENSES, REQUIREMENTS

- High School Diploma

- State of Ohio Educational Aide Permit
- College coursework preferred
- Provide documented evidence of a clear criminal record as required by law

LANGUAGE SKILLS

OTHER SKILLS AND ABILITIES

- Duties may require physical contact with students to protect student safety.
- Duties may require working under time constraints.
- Duties may require after or before school meetings.
- Possible exposure to blood, fluids and tissue, and communicable diseases.
- Possible travel required to multiple locations in Wyoming City Schools.

Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, reach with hands and arms, handle or feel, talk and hear. The employee frequently is required to stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move more than 50 pounds if required to move an injured student or employee. The employee may be required to drive from school to school.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.