

BELPRE CITY SCHOOLS
Job Description
Paraprofessional

QUALIFICATIONS:

- **High School Diploma from an accredited school**
- **Ability to follow verbal and written instructions**
- **Ability to assist students with disabilities**
- **Ability to assist students with academics as directed by teaching staff**
- **Successfully provide academic/behavior supports within school environment**
- **Maintain confidentiality**
- **Knowledge of general office equipment**

CERTIFICATION:

- **Possess a current Ohio Educational Aide Permit - Must be highly qualified (possess an associate's degree, possess 48 post-secondary credit hours, or pass the equivalent paraprofessional praxis test) to work in the elementary school.**

GENERAL DUTIES AND RESPONSIBILITIES:

- **Directly responsible to classroom teacher and building principal**
- **Assist teachers and staff with assigned tasks**
- **Work with students in classroom, small group, individual settings**
- **Monitor students in other settings; such as on buses or in the cafeteria or playground**
- **Supervise students between classes and throughout the school environment**
- **Assist with health/adaptive/medical activities**
- **Assist students with physical care, including feeding, bathroom needs and personal hygiene**
- **Help supervise arrival and departure of students**
- **Treat all information about children and their families in strictest confidence**
- **Assist in preparing instructional material or other assigned clerical duties**
- **Assist and monitor the use of assistive technology, including care and maintenance of equipment**
- **Some duties may require lifting of 50+ pounds**
- **Other duties as assigned by the building principal**

SUPERVISION AND EVALUATION:

- **Directly supervised by classroom teacher and building principal**
- **Evaluated on a continuing basis by the building principal**

Revised 11/17/2014