

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

- Title:** **SPECIAL NEEDS PARAPROFESSIONAL** **File 319**
- Reports to:** Principal or assigned supervisor
- Job Objectives:** Provides individual and/or small group instruction for assigned handicapped students. Helps the teacher manage behavior.
- Performs a variety of non-teaching classroom support, and student supervision, and personal care services.
- Minimum Qualifications:**
- Valid Ohio teacher's license **or**
 - Be able to pass the Ohio Department of Education's certification test **and**, possesses an associate's degree or higher.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - Documentation of a clear criminal record.
 - Complies with drug-free workplace rules and board policies.
 - Training in behavioral management techniques.
- Responsibilities and Essential Functions:**
- The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Upholds board policies and follows administrative procedures.
 - Collects, organizes, and prepares teaching materials.
 - Complies with state model policies and procedures for the education of students identified as having a disability.
 - Implements effective pupil management procedures.
 - Provides guidance, communicates high expectations, and shows an active interest in student progress.
 - Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
 - Maintains accurate records
 - Respects confidentiality of privileged information.
 - Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
 - Reports evidence of suspected child abuse as required by law.
 - Performs clerical work related to classroom activities.
 - Prepares classroom equipment for use (e.g., computers, media resources, etc.).
 - Participates in conferences, open houses, and other required school events as directed.
 - Participates in staff meetings and professional growth opportunities as directed.
 - Wears appropriate work attire and maintains a neat appearance.
 - Accepts personal responsibility for decisions and conduct.
 - Strives to develop rapport and serve as a positive role model for others.
 - Performs other specific job-related duties as directed.

Abilities	The following characteristics and physical skills are important for the successful
Required:	performance of assigned duties.
	<ul style="list-style-type: none"> · Organizes tasks and manages time effectively. · Knows how and when to modify a lesson. · Can identify appropriate materials for special needs students. · Can read and interpret an IEP. · Can manage a classroom effectively. · Understand areas of exceptionality and general instructional strategies for each. · Skillfully manages individual, group, and organizational interactions. · Reacts productively to interruptions and changing conditions. · Effectively uses verbal, nonverbal, writing, and listening skills. · Exhibits consistency, resourcefulness, and resilience. · Exercises self-control and perseverance when dealing with students. · Averts problem situations and intervenes to resolve conflicts. · Completes paperwork accurately. Verifies and correctly enters data. · Performs prescribed activities efficiently with limited supervision. · Maintains an acceptable attendance record and is punctual. · Demonstrates professionalism and contributes to a positive work environment. · Performs prescribed activities efficiently with limited supervision.
Supervisory Responsibility:	Under the direction of the Principal or assigned supervisor: plans work assignments, provides instruction.
Working Conditions:	Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.
	<ul style="list-style-type: none"> · Duties may require bending, crouching, kneeling, reaching, and standing. · Duties may require lifting, carrying, and moving work-related supplies/equipment. · Duties may require operating and/or riding in a vehicle. · Duties may require traveling to meetings and work assignments. · Duties may require prolonged use of a computer keyboard and monitor. · Duties may require working extended hours. · Duties may require working under time constraints to meet deadlines. · Potential for exposure to adverse weather conditions and temperature extremes. · Potential for exposure to blood-borne pathogens and communicable diseases. · Potential for interaction with disruptive and/or unruly individuals.
Performance Evaluation:	Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education and the Master Agreement.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.