

<b>Qualifications:</b>	<p>Certificate – Ohio Educational Aide Permit</p> <p>High School diploma or equivalent</p> <p>Genuine interest in children with disabilities</p> <p>Effective oral and written communication skills</p>
<b>Reporting To:</b> Teacher	Director of Special Education/Preschool/ or ED/Alternative Schools and Classroom
<b>Job Goals:</b>	To assist the teacher in providing special education services to students.
<b>Performance Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To assist and reinforce the teacher with instructional activities for students including academic tasks including assessments, social skills and other areas;</li> <li>2. To assist the teacher with observation, record keeping and other non-instructional activities;</li> <li>3. To assist the teacher in preparing, collecting, adapting and maintaining materials and equipment;</li> <li>4. To assist the teacher with pupil discipline;</li> <li>5. To supervise pupils to and from transportation vehicles and other specified grounds (e.g. playground, lunchroom, library, other classrooms, assemblies, etc.);</li> <li>6. To assist the teacher in supervising pupils on field trips and visits to community locations;</li> <li>7. To work collaboratively with the teacher and other staff members;</li> <li>8. To assist in caring for personal needs of pupils (i.e., restroom, getting drinks, eating, personal hygiene, accidents, unexpected illness, etc.);</li> <li>9. To assist with specialized delegated nursing care (with training) required by an Individual student.</li> <li>10. To participate in inservice training as directed by the principal or ESC Director for the benefit of the educational program and/or individual pupil needs (i.e., sign language, catheterization, physical therapy, etc.);</li> <li>11. To maintain confidentiality of student information and records;</li> <li>12. To participate in building and county office staff meetings, activities, and staff development;</li> <li>13. To serve as a member of the multifaceted evaluation team and IEP team, when Requested.</li> <li>14. To perform assigned non-instructional school responsibilities on a similar basis as other school staff;</li> <li>15. To promote the acceptance of students with disabilities among the staff and student body;</li> <li>16. Such other duties as may be assigned by the Directors and/or Superintendent.</li> </ol>
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of classified personnel.

**Physical/Mental/  
Work Hazards**

Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.

**Travel  
Requirements**

Travel to school building, city/state agencies and professional meetings as required.

**Terms of  
Employment  
Classification**

181 Hourly/ Days (7 Holiday days) – Preschool 161 (7 Holiday days) – casual as needed

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

**May 2015**