

Gahanna-Jefferson School District Position Description

Position Title:	Educational Aide
Reports To:	Building Principal/Director of Special Education
FLSA Status:	Non-Exempt
Revision Date:	September 9, 2020

SUMMARY: Educational aides work closely with intervention specialists and students identified as having a disability in an effort to provide them with the physical, emotional and academic support necessary to gain educational benefit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Prepares classroom activities, and operates and cares for equipment used in the classroom for instructional and student use purposes.
- Assists in implementing strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
- Serves as a source of information to any guest teacher assigned in the absence of the regular certified staff.
- Assists in duties relating to the supervision of playground, study hall, school activities, cafeteria, bus loading/unloading, classroom maintenance, instructional duties, and on field trips as directed by the teacher and/or supervisor.
- Works with individual students/small groups to reinforce learning of activities or skills introduced by the teacher.
- Alerts the certified staff to any problems or special information about an individual student.
- Assists students in non-instructional activities such as physical transfers, mobile activities, toileting, personal hygiene training/needs, and all other physical activities needing support as directed by teachers/therapists.
- Carries out and reinforces all aspects of students' individualized educational, behavioral, health, social skill, or therapy plan as directed by the teacher and/or supervisor.
- Performs routine clerical or classroom support duties as assigned by the teacher.
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community; maintains respect at all times for confidential information.
- Participates in in-service training programs as approved and required.
- Maintains safe working environment and encourages colleagues to be safety-minded in the performance of all school-related duties.
- Assists, as directed by certified staff, to successfully integrate students with disabilities in the least restrictive setting.
- Supports the vision, mission and belief statements of the District and building.
- Follows the dress, punctuality and attendance policies and procedures of the District and building.
- Promotes good social relationships between children.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE:

- High school diploma or equivalent.
- Experience working with children preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Educational Aide Permit through the Ohio Department of Education.
- Must be ESEA qualified.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before people.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Must be interested in children and education.
- Must possess the emotional maturity and stability required to work with students with disabilities.
- Ability to establish and maintain effective working relationships with staff and school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all District requirements and Board of Education policies and procedures.

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 talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 100 pounds (may be completed using a two-person lift or lifting equipment) such as students that are wheelchair bound, and students with adaptive equipment. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. The employee is required to support challenging and sometimes aggressive behaviors using Crisis Prevention Intervention procedures.

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/high.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

Signature

Date

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.