

Educational Service Center of Medina County

Job Description

Title: Educational Aide

Reports To: Building Administrator, Teacher, or Designated Supervisor

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Holds a high school diploma or general education degree (GED).
- Possesses appropriate state of Ohio certification/license, i.e., Ohio Educational Aide certificate.
- Has classroom experience with handicapped students.
- Completes documented evidence of a clear criminal record.
- Acquires alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

Helps individual students to achieve their greatest potential, learn to become independent, make successful transitions and to interact with their peers.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.

9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Essential Functions:

1. Ensures safety of students.
2. Maintains respect at all times for confidential information, e.g., custody papers, medical records, and communication with parents and other teachers.
3. Interacts in a positive manner with staff, students, and parents.
4. Assists students in the cafeteria, playground/recess, hall, and/or classroom.
5. Refers disciplinary cases to the classroom teacher and/or the building principal.
6. Keeps student focused and on-task, every period, as much as possible.
7. Displays ability to carry out policies and procedures of the Board of Education and the principal.
8. Carries out normal routine and extra activities necessary for the educational development of handicapped students.
9. Supervises and assists students at various school activities and functions.
10. Monitors and manages student behavior as directed by the teacher.
11. Assists students in the development of life skills and appropriate social behaviors.
12. Conducts individual or small-group reinforcing exercises as directed by the teacher.
13. Supervises students as directed by the teacher.
14. Works with handicapped students under supervision of the teachers.
15. Collects data as instructed by behavior specialist or teacher.

Other Duties and Responsibilities:

1. Maintains record keeping as necessary.
2. Attends meetings and in-services as required.
3. Keeps student current on homework assignments.
4. Deals appropriately with students who exhibit emotional or behavioral problems, aggressive behavior, or physical problems.
5. Manages student behavior effectively.
6. Demonstrates sensitivity to handicapped students.
7. Assists teacher with clerical duties (i.e., preparing papers and typing).
8. Performs other duties related to the education and supervision of handicapped students.
9. Performs all provisions to include instructions of the Individual Education Plan.
10. Performs any additional duties determined by the administration of the Educational Service Center of Medina County.

Additional Working Conditions:

1. Frequent interaction among unruly children.
2. Frequent exposure to blood, bodily fluids, and tissue.
3. Occasional requirement to travel, e.g., to grocery store and on field trips.

4. Occasional requirement to “two-person lift” and carry children up to approximately 80 pounds.
5. Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled days, except calamity days.
6. Occasional requirement to climb, kneel, sit, and balance.
7. Occasional requirement to lift and carry (i.e., children) up to approximately 50 pounds.
8. Occasional overtime work will be requested and expected of the employee.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 19, 2012
Revised by Governing Board: November 19, 2018