

Qualifications:	<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>
Reporting To: Teacher	Director of Special Education/Preschool/ or ED/Alternative Schools and Classroom
Job Goals:	To assist the teacher in providing special education services to students.
Performance Responsibilities:	<ol style="list-style-type: none"> 1. To assist and reinforce the teacher with instructional activities for students including academic tasks including assessments, social skills and other areas; 2. To assist the teacher with observation, record keeping and other non-instructional activities; 3. To assist the teacher in preparing, collecting, adapting and maintaining materials and equipment; 4. To assist the teacher with pupil discipline; 5. To supervise pupils to and from transportation vehicles and other specified grounds (e.g. playground, lunchroom, library, other classrooms, assemblies, etc.); 6. To assist the teacher in supervising pupils on field trips and visits to community locations; 7. To work collaboratively with the teacher and other staff members; 8. To assist in caring for personal needs of pupils (i.e., restroom, getting drinks, eating, personal hygiene, accidents, unexpected illness, etc.); 9. To assist with specialized delegated nursing care (with training) required by an Individual student. 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.); 11. To maintain confidentiality of student information and records; 12. To participate in building and county office staff meetings, activities, and staff development; 13. To serve as a member of the multifaceted evaluation team and IEP team, when Requested. 14. To perform assigned non-instructional school responsibilities on a similar basis as other school staff; 15. To promote the acceptance of students with disabilities among the staff and student body; 16. Such other duties as may be assigned by the Directors and/or Superintendent.
Evaluation:	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.

Evaluation:

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

February 2022