

**WOOD COUNTY EDUCATIONAL SERVICE CENTER**  
**JOB DESCRIPTION**  
**REVISED 6/22/2011**

**Title:** **Substitute Paraprofessional**

**Job**

**Objectives:** Perform a variety of educational and support services to help students achieve productive learning experiences. Provide a guidance and encouragement to help students pursue their intellectual, social and emotional potentials with typical inclusionary classrooms or self-contained classrooms.

**Minimum**

**Qualifications:**

- High School diploma or equivalent
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.
- Hold an Ohio Educational Aide Permit
- Ability to learn skills appropriate for the person including the physical ability to lift a minimum of 50 pounds.
- Ability to travel to assignments

**General**

**Description:**

- Be responsible for learning the functions and proper procedures for all assigned physical & educational duties of the absent paraprofessional under the guidance of the assigned teacher and/or supervisor, or licensed health professional (e.g. feeding, toileting, catheterization, wheelchair transfers, mobility, lifting, carrying, positioning, operation of personal devices, etc.) and educational/behavioral support for the student.

**Essential**

**Functions:**

- Help maintain a nurturing environment for students. Collaborate with appropriate staff as necessary.
- Work with individual and/or small groups as your assignment requires.
- Gain basic understanding of the classroom routine and the needs of the individual student.

- Perform routine clerical work and record keeping related to classroom activities as directed by the classroom teacher.
- Help with the preparation of classroom materials including the operation of any office equipment such as classroom computers and other resource equipment.
- Assist the teacher in keeping the classroom, storage and work areas orderly (e.g., store equipment; shelve books, clean spills, etc.)
- Be aware of the normal functions of personal assistive devices. Identify problems. Immediately report unsafe conditions.
- Provide close supervision and take reasonable precautions to ensure student safety. Do not leave students unsupervised or engage in the personal care of students unless directed by the teacher.
- Follow the behavior plans/guidance as directed by the teacher.
- Serve as a role model for staff and students. Exemplify responsible leadership.
- Perform other specific job-related duties as directed.

**Working  
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable disease.
- Interaction with disruptive and/or unruly individuals.
- Duties may require riding in a vehicle.
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