SWD INSTRUCTIONAL ASSISTANT

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
SWD Instructional Assistant	Full-Time 5 days/week (M-F) 8:30 a.m. to 4:00 p.m.	Until Filled	As Soon As Possible	Sidney City Emerson Elementary School	Must hold, or have the ability to obtain, a valid ODE Educational Aide Permit with the Paraprofessional Designation.

If you have questions regarding the position and/or building assignment, please contact Elaine Drumm, HR Manager at:

edrumm@mresc.org

HOW TO APPLY

- **Step #1 –** Download an employment application from our website by clicking the application link below:

MRESC Application

- **Step #2 –** Submit your completed application to:

Midwest Regional ESC
Attn: Mareena Walter
129 East Court St.
Sidney, Ohio 45365

Or you may email the completed application to:
mwalter@mresc.org

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Title: **SPECIAL EDUCATION MULTI-PURPOSE AIDE** **File 512**

Reports to: Special Education Supervisor

Job Objectives: Acts in the capacity of a substitute with the ability to work in all of the special education aide positions. May be assigned to the following areas: Multi-handicapped, resource room, transportation, or special education office.

Minimum Qualifications:

- High school diploma or equivalent.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Provides documented evidence of a clear criminal record.
- Holds or is qualified to obtain an Educational Aide Permit.
- Ability to learn appropriate skills for the position.
- Ability to physically manage students with disabilities.
- Ability to learn and use basic sign language techniques when needed.
- Demonstrates maturity and the ability to work with students and their families.

Responsibilities and Essential Functions: The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Learns the purpose and proper procedures to perform all assigned duties. Seeks advice when expectations are unclear.
- Works with individual and/or small groups of students. Receives instructions and follows a prescribed educational plan or procedural guideline as directed by the teacher.
- Helps students with class assignments, homework, special projects, and makeup activities. Checks papers and tests as directed.
- Reinforces materials introduced by the teacher. Supervises independent study or remedial activities. Helps maintain a learning environment that stimulates interest, enthusiasm, and inquisitiveness about subjects and events.
- Helps students understand their personal responsibility for achieving academic success. Nurtures students who require alternative approaches to learning. Collaborates with staff to ensure that services are provided in the least restrictive educational environment.
- Helps the substitute teacher understand the regular classroom routine and the individual needs of students.
- Performs routine clerical work and record keeping duties related to classroom activities. Helps with the preparation of classroom materials. Operates duplicating equipment. Distributes supplies.
- Helps prepare bulletin boards and displays.
- Cleans up and organizes work and storage areas. Helps keep the classroom orderly (e.g., store equipment, shelve books, clean spills, etc.).
- Learns to operate and prepare classroom equipment for use (e.g., computers, media resources, etc.).
- Supports student progress with appropriate emotional development and interpersonal relationships. Helps students change attitudes and behaviors.
- Encourages a positive outlook, cooperation, active participation, accountability, dependability, consistent attendance, punctuality, etc.
- Offers help when students ask for or their behavior suggests they need assistance. Avoids being intrusive. Allows students to seek their highest degree of independence. Solves student concerns discreetly.
- Works with the classroom teacher to address persistent behavior problems. Carries out behavior modification plans to help students achieve performance objectives.
- Reports evidence of suspected child abuse as required by law.
- Supports an inclusive educational environment. Provides opportunities for students with

disabilities to participate in appropriate peer group activities.

- Helps students with medical and/or physical needs as trained by a licensed health care professional (e.g., personal hygiene, toileting, catheterization, transfers, mobility, lifting, carrying, etc.). *(Special education assignments)*
- Learns to operate personal assistive devices. Recognizes when problems may be developing. Immediately corrects and reports suspected malfunctions or unsafe conditions. *(Special education assignments)*
- Helps position students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of working surfaces, etc.).
- Observes all personal hygiene requirements for the preparation and handling of food.
- Helps feed students. *(Special education assignments)*
- Actively participates in recreational and leisure activities associated with the assigned student's educational program.
- Supervises mandated rest periods when applicable.
- Monitors ill students until a parent/guardian arrives, or as directed.
- Helps students with clothing, cleanup, and toileting routines.
- Helps with school bus arrivals and departures (e.g., student supervision, physical assistance, operating the wheelchair lift, etc.).
- Provides close supervision and takes reasonable precautions to ensure student safety. Does not leave students unsupervised.
- Monitors and controls student behavior during assigned activities (i.e., field trips, indoor/outdoor recess, lunchroom duty, library and computer room use, etc.).
- Helps communicate school rules to students. Maintains high standards for student conduct. Upholds the student conduct code according to district policy. Protects the due process rights of students.
- Strives to develop rapport with students, staff, parents, and the public. Responds to requests and complaints promptly and tactfully. Offers and accepts constructive suggestions diplomatically. Respects the personal confidences and privacy needs of individuals.
- Promotes the proper use and care of school property. Helps keep track of school supplies and equipment assigned to students.
- Follows standard sanitation procedures to maintain clean classroom equipment.
- Encourages parent organizations and supports student activities as time permits.
- Participates in staff meetings and professional growth activities as directed.
- Serves as a role model for students. Demonstrates personal integrity, responsibility, impartiality, respect, and courtesy.
- Performs other specific job-related duties as directed.

Abilities Required:

- Demonstrates professionalism and exemplary personal conduct.
- Displays an interest in students and enthusiasm for education.
- Uses interpersonal skills to promote a favorable image of the school district.
- Works cooperatively to support a successful team effort.
- Expresses ideas effectively using verbal, nonverbal, and writing skills.
- Carries out prescribed actions efficiently with limited supervision.
- Lifts, moves, and/or positions children. Helps students use mobility devices (e.g., wheelchairs, walkers, crutches, etc.) and adaptive equipment.
- Performs activities that may require stooping, kneeling, and/or crouching.
- Intervenes to avert problem situations and resolve conflicts. Restrains distraught students.
- Lifts, carries, and/or moves classroom supplies and equipment.
- Travels to meetings and work assignments.
- Maintains an acceptable attendance record and is punctual.

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 diseases.
- Interaction with disruptive and/or unruly individuals.

- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require working under time constraints to meet deadlines.
- Duties may require dispensing medications and exposure to personal hygiene products, cleaning solvents, and chemical vapors.
- Duties may require wearing protective clothing and/or safety equipment.