

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

### TEACHER ASSISTANT

#### Minimum Qualifications:

- High School Diploma
- Valid Ohio Special Education Teaching Certificate/License or Valid Educational Aid Permit from the Ohio Department of Education
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies.
- Ability to support the needs of students with disabilities physically, congenial disposition, and neat appearance

#### Requirements to Maintain Employment:

- Successful completion of periodic renewal of state mandated and Center training requirements (e.g.: communicable disease, child abuse, Crisis Prevention, and Intervention (CPI), child abuse, etc.)
- Preschool assignments require 30 hours of Ohio Approved professional development every two years
- This assignment may require a valid driver's license and completion of van driver training

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Non-Exempt

**Reports To:** Director of Student Services and Coordinator of Special Education.

#### Job Objectives:

To support students identified as having a disability to provide them with academic, physical, and emotional support to gain full benefit from the special education program

#### Responsibilities and Essential Functions:

"The following duties are representative of performance expectations, however the list below is not ranked in order of importance or intended to be all inclusive."

- Assists students in the completion of classroom activities, routines of the classroom, classroom management, school activities, implementation of IEP services, behavior plans, data collection and other duties, as assigned by the Intervention Specialist

- Assists in the preparation of classroom materials, displays, and individual student accommodations and modifications, sanitizes equipment as directed, helps maintain orderly and clean classroom
- Assists students in general education classes, provides support as needed or indicated on the IEP
- Supervises non-classroom activities as directed (arrival, departure, lunch, recess, etc.)
- Supports the implementation of instructional, assistive, and other types of technology; assists with mobility needs
- Seeks professional growth and learning opportunities to advance knowledge and skills
- Uses effective classroom management strategies to create a safe, positive, and engaging learning environment; and is responsible for the care, custody, and supervision of students
- Follows prescribed medical plans and/or assists students with personal hygiene care (e.g.: toileting, catheterization, feeding, etc.) as trained by licensed health care professional
- Upholds board policies, follows administrative guidelines, strictly adheres to HIPPA and FERPA, abides by the acceptable use policy, upholds the student code of conduct, reports to child protective services as mandated, respects personal privacy and maintains confidentiality of privileged information
- Maintains high ethical standards, exhibits professionalism, self-control, flexibility, satisfactory attendance/punctuality, dependability, accepts responsibility for decisions and conduct, promotes a favorable image of the Agency, etc.)
- Adapts to unique circumstances and factors such as travel, extended hours, student behaviors, lifting/transferring students, transport students using Agency vans, etc.
- Completes other specific job-related duties as assigned by the Superintendent or his/her designee

*“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.*

### **Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

### **Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020

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