



Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
(937) 845-3576

Paula Crew
Superintendent

Denise L. Robinson
Treasurer

ANNOUNCEMENT OF VACANCY FOR THE 2024-2025 SCHOOL YEAR INTERNAL POSTING

Special Needs Paraprofessional at New Carlisle Elementary School

<u>Posting Date</u>	<u>Application Deadline</u>	<u>Beginning Date</u>
April 24, 2025 3:00 p.m.	April 28, 2025 3:00 p.m.	As Soon As Possible

Qualifications: High School Diploma or equivalent;
Ohio Department of Education Highly Qualified Paraprofessional Requirements;
Knowledge of positive behavioral strategies preferred;
Willingness to participate in professional development;
Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures;
Must pass BCI/FBI Criminal Background Check;
Demonstrates a sincere desire to aid all students; and
Good health, high moral character, and good attendance.

Required Application Materials: Letter of interest;
Current Resume;
District classified application form;
Signed criminal history check authorization form; and
Signed release of employment information authorization form.

Each listed above is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.

Internal applicants need only submit a letter of interest and a current resume.

Mail or deliver the requested materials to: Mrs. Paula Crew, Superintendent
9760 W National Road, New Carlisle, Ohio 45344
Phone: (937) 845-3576
Email: paula.crew@tecumsehlocal.org

The Tecumseh Local School District is an Equal Opportunity Employer

"Learning for All ~ Whatever it Takes!"

TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SPECIAL EDUCATION PARAPROFESSIONAL	File 506
Reports to:	Principal, Assistant Principal, Supervisor, Director and/or assigned teacher	
Job Objective:	Performs classroom support and student personal care services as directed.	
Minimum Qualifications:	<ul style="list-style-type: none">• Associate degree or equivalent (or) a passing score on the state paraprofessional exam.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Keeps current with technology and other workplace innovations that support job functions.• Valid state department of education permit appropriate for the assignment.• Ability to physically assist students with disabilities (e.g., mobility, transferring, positioning, etc.).• Self-directed, congenial disposition, and strong diplomacy skills.• Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Checks with the supervisor and/or teacher for instructions. Works with small groups and/or individual students. Seeks advice when expectations are unclear. Acquires basic proficiency in skills that support student needs (e.g., sign language, finger spelling, etc.).• Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Helps students with remedial and/or enrichment activities. Reinforces instructional objectives introduced by the teacher. Maintains a positive learning environment.• Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.• Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.• Assists with student mobility needs. Helps students use assistive and/or augmentative devices.• Assists therapists with standing frames, braces, changing clothing, tube feeding, etc. Helps incorporate assigned therapy activities into the daily schedule (e.g., stretching, speech assistance, exercises, etc.).• Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).• Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.• Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.• Actively participates in programmed recreational activities as directed.• Supervises rest periods when applicable.• Monitors ill students until a parent/guardian arrives.• Respects personal privacy. Maintains the confidentiality of privileged information.• Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.• Upholds the student conduct code. Maintains high expectations for behavior and performance.• Works with the classroom teacher to address persistent behavior problems.• Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).• Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.• Reports suspected child abuse and/or neglect to civil authorities as required by law.	

- Performs clerical work related to classroom activities. Prepares and distributes classroom materials. Maintains records as directed.
- Prepares classroom equipment for use (e.g., computers, media resources, etc.).
- Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
- Participates in staff meetings, conferences, and other required school activities.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

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

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.