

Ridgemont Local School District



Sally Henrick, Superintendent

Melissa Pollom, Treasurer

RIDGEMONT LOCAL SCHOOL DISTRICT

JOB POSTING

Job Title: Educational Assistant Position - Hired Through Midwest Regional ESC

Responsibilities: Educational Assistant
7.0 Hours Per Day

Qualifications: Reliable Transportation
Lifting 30+ pounds,
BCI and FBI Fingerprint Test
Educational Aide License

District: Applicants must embrace the following beliefs:

- the learning experience should be centered on student voice, passion, and ownership.
- collaboration among partners empowers, challenges, supports, guides, and makes us unafraid to innovate.
- the freedom to fail and grow as we explore new ways to think and do.
- service is our tool to instill a productive connection with community and meaningful life experiences for our staff and students.
- rigorous academics are foundational to collaboration, innovation, and service which cause us to explore boundaries and redefine them.
- our staff and students bring value to the world and should always be treated with the highest integrity.

Employment: Educational Assistant reports to the Principals

Application

Deadline: August 8, 2022

Application: Candidate please fill out classified/non-certified application (available online at www.ridgemont.k12.oh.us and email to Sandy Overly, Administrative Assistant sandy.overly@ridgemont.k12.oh.us

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RIDGEMONT LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Title: GENERAL DUTY AIDE (MULTI-TASK) **File 501**

Reports to: Assigned administrator/supervisor

Job Objective: Provides support services that help students benefit from the educational program.

- Minimum Qualifications:**
- Valid state department of education license/permit as determined at the time of appointment.
 - Meets all mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
 - Behavioral management skills substantiated by training/work experience. Duties may require agility, physical strength, and stamina to address the needs of students with problem behavior and/or students requiring physical assistance (e.g., mobility, transferring, positioning, etc.).
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits consistent, impartial and resourceful critical-thinking skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets all mandated health screening requirements.

NOTE: The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. Position may require successful completion of communicable disease, child abuse/neglect, CPR, and/or first aid training as a condition of employment.

- Essential Functions:**
- 1. Performs duties that facilitate the effective delivery of program services.**
- Works effectively with limited supervision. Performs tasks efficiently to meet deadlines.
 - Performs support services that may include student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc.

NOTE: Performance of functions described in this document may vary in scope, frequency and duration. Some duties may not be required based on assignments. Duties designated at the time of hire may be modified to address current, altered, or emerging program/staffing needs.

Cafeteria

- Maintains visibility and monitors students during lunch periods.
- Cleans up spills and other conditions that may contribute to an accident.

Classroom

- Performs non-teaching classroom and ancillary duties under the direct supervision of an assigned teacher. Helps individuals or small groups of students with remedial or enrichment activities.
- Helps students with disabilities participate in appropriate classroom activities as directed.

Computer Lab

- Coordinates computer activities with the classroom teacher. Ensures that students use appropriate software for the assigned tasks. Prepares training materials and instruction sheets. Helps students/staff use computers and other peripherals effectively.

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Copy Services

- Performs imaging/printing services. Scans documents for content errors. Controls costs and reduces waste through careful planning. Checks finished copies for printing flaws.
- Monitors the operation of equipment. Fixes minor malfunctions. Contacts vendors as directed.

Hall Monitor

- Maintains a safe and orderly school environment. Does not permit students to loiter. Verifies students have permission to be in hallways or other areas during scheduled class periods.

Health Clinic

- Helps collect and maintain student health records. Processes parent consent forms. Secures medications in a locked cabinet. Administers medications and assists with health screening activities as directed. Renders basic first aid when a school nurse is not available.

Library/Media

- Works with staff to improve student learning through the effective use of library/media resources.
- Maintains an orderly circulation system. Keeps materials properly shelved.
- Helps students use library/media resources (e.g., computers, peripherals, videos, CD-ROMs, audio tapes, etc.). Assists teachers with the operation of audio-visual equipment.

Office

- Greets/assists office visitors. Answers/directs calls. Types school documents. Duplicates/collates materials. Processes mail and faxes. Receives deliveries. Stores office supplies as directed.
- Processes students arriving late to school. Collects class attendance forms. Distributes absentee list. Prepares attendance records as directed. Monitors students sent to the office for discipline reasons. Locates students as requested. Processes homework requests for absent students.

Playground/Recess

- Patrols the recreation area. Supports opportunities for students to pursue personal interests. Communicates playground/recess rules. Emphasizes fair play/courtesy. Mediates impasses.
- Monitors weather and initiates action to protect students during adverse conditions.
- Stores equipment and helps keep the recreation area orderly.

Preschool/Early Education

- Performs student support services that may include assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc.

Student Care/Assistance

- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities. Assists with behavior management plans when required.
- Facilitates student mobility. Helps students use assistive and/or augmentative devices.
- Assists students with personal care (e.g., catheterization, changing clothing, diapering, toileting, etc.) as trained by a health care professional. Follows standard hygiene/sanitation procedures.

Study Hall, Detention, or In-School Restriction

- Determines seat assignments. Takes attendance. Ensures that students have books and classroom assignments. Helps students with questions.
- Authenticates student permission to leave the room. Tracks the location of each assigned student.
- Controls student access to lockers, toilet rooms, etc. Prohibits loitering near the room entrance.

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Transportation/Bus Monitor

- Learns proper procedures to assist students during emergency bus evacuations and how to operate fire/safety equipment. Assists with passenger loading/unloading. Communicates bus rules to students. Keeps school personnel informed about behavior problems.
- Cleans up spills and deals with other conditions that may contribute to an accident.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Attends meetings/in-service programs as directed.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Keeps current with advances in technology associated with work assignments.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps supervisors manage/eliminate risks.

- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem. Follows district protocol and state law to deal with bullying, discrimination, inappropriate behavior, and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.

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**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Ridgemont Local School District.

The Ridgemont Local School District is an equal opportunity employer. This job description identifies primary 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, program/curriculum changes and unforeseen events.