

TO: CLASSIFIED PERSONNEL *Position available to current employees, current substitutes, & outside applicants*
 FROM: LISABLOUGH, SUPERINTENDENT
 DATE: JULY 9, 2018
 SUBJECT: CLASSROOM ATTENDANT – COVENTRY ELEMENTARY SCHOOL

In reference to Section 7.1 of the Union negotiated agreement, there is a position available for one (1) Classroom Attendant (3:1) at Coventry Elementary School starting with the beginning of the 2018-2019 school year.

This position is 6.25 hours per day – student days only, Monday through Friday. The base rate of pay is \$10.84 per hour. Must meet Parapro HQT status and have ODE certification. CPI training preferred.

Current Coventry staff and substitutes: If you meet the requirements and are interested in applying for this position, please apply by completing an **Intent of Interest Form and current resume**. Send to Mrs. Melissa Ostrowski, Special Services Director, by Monday, July 23, 2018 – 3:00 p.m.

Outside applicants: Please send a cover letter and current resume to Mrs. Ostrowski, Special Services Director, Coventry Local Schools 3089 Manchester Rd., Coventry Township, OH. 44319, by 3:00 p.m. Monday, July 23, 2018.)

Intent of Interest forms available at the Central Office on our website or in each of the school offices.

FUNCTION OF JOB

Under the general supervision of the superintendent, the direct supervision of the director of Special Services and building principal, and the immediate supervision of the classroom teacher, the classroom attendant will provide services in accordance with the State of Ohio's Rules for the Education of the Handicapped Children and the Ohio Model Policies and Procedures for Educating Children with Disabilities. These services shall include assisting the appointed student with disabilities with personal health care needs within the confines of the educational setting.

CHARACTERISTIC DUTIES

1. Attendant services can include services for one or more than one student, with a limit of three students.
2. Accompany and attend to the needs of the student when the student is required to leave the classroom for activities including, but not limited to, using restroom facilities, lunch, recess, fire drills, tornado drills, assemblies, and general education classes.
3. Attend to the personal health care needs of the appointed student, which could include diapering.
4. Attend to the needs of the student within the classroom by working with student to stay in his/her seat and to generally provide for the safety of the student within the classroom.
5. Accompany and attend to the needs of the student to and from the transportation source for the student and will insure that the student safety gets out of the transportation source to the classroom and vice versa.
6. Simple checking of homework and tests, using a teacher-made key.
7. Collect Data on student progress on IEP goals
8. Operate instructional technology equipment. .
9. Record information on health and/or other forms including academic and behavior forms
10. As directed by the teacher, create visual schedules and use them through-out the day.
11. Attend trainings by nurse staff, as needed, per student's requirements (2 person lifts, epi pens, etc)
12. Assist teacher in implementing student activities.
13. Create a folder of your responsibilities that a substitute can use if you are absent, keep updated as changes occur.
14. Perform other activities as directed by the classroom teacher, building principal, director of Special Services, or superintendent.

QUALIFICATIONS

1. Must have a high school diploma.
- *2. Complete at least two years of study at an institution of higher education (defined as 48 semester hours or 72 quarter hours as verified by college transcript from an accredited institution of higher education); **OR**
- *3. Obtain an associate (or higher) degree from an accredited institution of higher education (defined as any associate degree program from an accredited institution of higher education); **OR**
- *4. Must hold or obtain a Para Professional Certificate or Ohio educational aide certificate with HQT noted.
***NOTE: Only one of the three requirements is needed for compliance.**
5. Must relate to students and adults in a positive manner.
6. Must be physically able to perform duties.
 - a. Must be able to lift 60 lbs. unassisted.
7. Must be certified in a crisis prevention program that is provided by the district.
8. Must demonstrate a sincere desire to aid all students.
9. Good health, high moral character and good attendance record.
10. Demonstrate aptitude for successful completion of tasks assigned.