

TO: CLASSIFIED PERSONNEL *Position available to current employees, current substitutes & outside applicants*
FROM: RUSSELL CHABOUDY, SUPERINTENDENT
DATE: MAY 24, 2017
SUBJECT: CLASSROOM ATTENDANT – COVENTRY HIGH SCHOOL

In reference to Section 7.1 of the Union negotiated agreement, there is a position available for one (1) Classroom Attendant at Coventry High School beginning with the 2017-2018 school year.

*This position is 7 hours per day – student days only, Monday through Friday from 7:25a.m. – 2:25 p.m. The base rate of pay is \$10.84 per hour. Must meet Parapro HQT status and have ODE certification. Experience with students moderate to intensive needs preferred. *Must be able to lift 60lbs required.*

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*. Send to Mrs. Melissa Ostrowski, Special Services Director, by Wednesday, May 31, 2017 – 3:00 p.m. (**Outside applicants:** Please send a cover letter and current resume to Mrs. Ostrowski, Special Services Director, Coventry Local Schools 2910 South Main Street, Akron, OH. 44319, by Wednesday, May 31, 2017 – 3:00 p.m.)

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. Attend to the personal health care needs of the appointed student, which could include diapering.
2. 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.
3. 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 mainstreamed classes.
4. 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.
5. Assist teacher in implementing student activities.
6. Attendant services can include services for one or more than one student, with a limit of three students.
7. Lifting students throughout the day is an essential requirement of this position.
8. 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 ParaProfessional Certificate.

***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 qualify for an Ohio educational aide certificate. (ORC 3319.088)