

TO: CLASSIFIED PERSONNEL *Position available to current employees*
FROM: LISA BLOUGH, SUPERINTENDENT
DATE: APRIL 19, 2018
SUBJECT: CLASSROOM ATTENDANT(S) ESY - COVENTRY ELEMENTARY SCHOOL

In reference to Section 7.5 of the Union negotiated agreement, there is summer work for at least two (2) Classroom Attendant(s) located at Coventry Elementary School for the Extended School Year (ESY).

The position is for 4.25 hours per day, from 7:50 a.m. – 12:05 p.m. for the days scheduled for the ESY. (See schedule below). The rate of pay is \$10.84 per hour. *Candidates must meet the highly-qualified paraprofessional status.*

If you meet the requirements and are interested in applying for this position, please apply by completing an *Intent of Interest Form*. **Current employees:** Please send this form to Mr. Jeff Johnson, ESY Administrator, Coventry Elementary School, 3089 Manchester Rd., Akron, OH 44319. Deadline to apply is 3:00 p.m. on Thursday, April 25, 2018. **No Emails.**

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)

Scheduled Days:

(16 days)

Monday - Thursday

June 18 – July 19

(No ESY the week that includes the July 4th holiday).