



Albert Einstein Academy of Ohio

Tuition Free, Public Community Schools K-12
Lakewood, North Olmsted, and Strongsville
440-471-4982 / 440-617-6803
www.aeaohio.org

*Kristen H. Thomas, M.S.
Superintendent of Schools*

Job Description

Albert Einstein Academy of Ohio, Inc.

Special Education Paraprofessional

Board adopted September 2017

Revised/re-adopted April 2020

Job Title: SPECIAL EDUCATION PARAPROFESSIONAL JOB SUMMARY: Under the direction of the Building Principal and Director of Special Education, the Paraprofessional is responsible for providing hands-on support to a Teacher when preparing lessons for teaching students in the classroom. Their duties include helping with behavior management during lessons, tracking a student's grades and behavior and setting up classroom materials before class.

Performance responsibility:

- Serve as a guide in instructing students on proper classroom behavior
- Help teachers keep records for grading and attendance
- Get materials and equipment ready to help teachers prepare for class
- Reinforce lessons by reviewing material one-on-one and in small groups with students
- Supervise students during lunch or recess, as well as in between classes or on field trips
- Assist students who need additional help learning a specific concept

Education and experience:

- Paraprofessional License
- Experience working with students with special needs
- Ability to manage student with behavioral issues
- Knowledge of State Standards and Extended Standards
- Successful completion of a background check
- Ability to work well under pressure as well as effectively prioritize and execute tasks to meet deadlines consistently.
- Understanding and ability to manage confidential information
- Exemplary written and verbal communication skills
- High ethical standards with personal integrity with the ability to convey a positive public image.
- Cultural sensitivity and responsiveness.
- Ability to work on accomplishing multiple goals simultaneously.
- Strong interpersonal and communication skills.
- Effective communicator (oral, written, using communication tools such as texting, email).

Essential Job Functions:

- Must be able to travel between district facilities when scheduled to do so
- Must be able to lift 25lbs.
- Must be able to function in a typical school setting.
- Mobility within the school including movement from floor to floor.
- Travel via car may be required to perform this job.
- Must be able to work more than 40 hours per week when school or district needs warrant
- Must be able to access information using a computer.
- Effectively communicate, both up and down the management chain.
- Effectively cope with stressful situations
- Strong mental acuity
- Regular, dependable attendance and punctuality are essential functions of this job.
- Advanced organizational skills.
- Other essential functions and marginal job functions are subject to modification.

Equal employment opportunity:

It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition, genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.