



Worthington

CHRISTIAN SCHOOL

Educational Aide

Hired by: Director of Student Support
Evaluated: Annually
Schedule: 10 month – Part Time

Reports to: Director of Student Support
FLSA: Non-Exempt
Supervises: None

Will work with students with special needs in the classroom, small group intervention and/or through after-school tutoring, supporting the goals outlined in a student's individualized academic plan in collaboration with the intervention specialists.

Spiritual Maturity

- Publicly profess a faith in Jesus Christ as Lord and Savior
- Actively engage in the life and ministry of an evangelical church
- Pursue a life of spiritual development through regular study of scripture and prayer.
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith.
- Believe and support the school's statement of faith.
- Agree to abide by the school's Lifestyle statement.

Professional Requirements

- High School Degree - Bachelor's degree preferred.
- ODEW Educational Aide Permit
- Experience in special education - desirable
- Ability to work in a team environment.

Required Knowledge, Skills, and Abilities

- Ability to work effectively with others.
- Effective, active listening skills
- Organizational and problem-solving skills.
- Ability to be flexible and adaptable to changing situations.
- Student management skills
- Basic keyboarding and computer skills
- Understanding of learning disabilities and the impact on education
- Behavior management skills with students

Learning and Teaching

- Provide support for goals as listed in a student's academic plan.
- Lead an after-school study hall to focus on homework and studying for tests
- Teach executive functioning skills to students, as needed.
- Collaborate and plan for student needs with intervention specialists.
- Communicate with students and parents effectively.
- Communicate with teachers and intervention specialists about student performance.
- Provide inclusion support in academic classes, as needed.

Physical Requirements

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise	X		
High stress	X		
Interruptions			X
Need for frequent restroom breaks	X		
Crawling	X		
Standing/Sitting/Walking			X
Kneeling		X	
Bending			X
Reaching over shoulder		X	
Reach whiteboard height			X
Pushing/Pulling	X		
MOVING HEAVY ITEMS	OCCASIONAL	FREQUENT	DAILY
Lifting/Lowering/Carrying			
Up to 20 lbs.			X
Up to 50 lbs.	X		
More than 50 lbs.	X		
OPERATE MACHINERY			
Telephone			X
Printer/Copier			X
Computer			X
AV Equipment		X	
OTHER REQUIREMENTS			
Summon emergency help	X		
Apply CPR/First aid	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature