



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

N/A – Externally Funded

Classroom Aide

SERIES PURPOSE: The purpose of the Classroom Aide occupation is to provide classroom support to students enrolled at the Rich Center for Autism and instructional staff to help facilitate the learning center environment by reinforcing lesson plans, managing classroom activities, and providing individualized support to students as assigned.

CLASS CONCEPT: Assists teachers with lesson plans, managing classroom behavior and supporting students with their educational and personal needs.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Supports the learning center environment.

Helps with appropriate daily activities for children on the autism spectrum.

Establishes and maintains a safe and healthy nurturing environment for children.

Supervises safety of children.

Arranges classroom daily and prior to summer and fall sessions.

Keeps the learning environment clean and orderly by picking up learning materials, wiping tables and chairs, etc.

Performs clerical duties such as taking attendance or grading assignments and monitoring equipment and materials that enhance the learning process.

Adapts to changing situations and is attentive to teacher's directives, responds quickly to emergency situations.

Attends staff meetings, school programs, and in-service trainings.

Other Functions and Responsibilities: Assists with training new hires.

Effective 12/20/2025

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

Qualifications and Competencies

Required Certifications, Training, and/or Licensures: None

Knowledge, Skills, and Abilities:

Knowledge of: rules, guidelines, and procedures pertaining to curriculum and school programs; safety practices pertaining to student activities; childhood development.

Skill in: Providing sufficient security and using proper judgement to handle crisis situations.

Ability to: Take supervision and correction constructively; work positively with other personnel; display emotional maturity and stability; mental stamina to work positively with students for the duration of the scheduled workday; display a patient, flexible, positive, consistent, dependable, and cooperative attitude.

(*) Developed after employment.

Minimum Qualifications: At least a high school diploma or GED; and related experience.

Preferred Qualifications: Bachelor's degree in education or related field. Teaching experience.

Physical Requirements: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform light work.

Light: work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects, requiring: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight or the materials is negligible. (The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.)

Unusual Working Conditions: Schedule may vary based on the needs of the students.