

# POSTING

**LAKOTA LOCAL SCHOOL DISTRICT**  
**Human Resources Office**

**TO:** All Support Staff Members  
**FROM:** Human Resources Department  
**DATE:** August 7, 2017

We are now accepting applications for the vacancy of **Instructional Aide – Paraprofessional (.875 FTE)**

**Location:** Independence Elementary

**Qualifications:** High School Diploma and Educational Aide Permit for 2017/2018 School Year

**Contract Days:** 185 Days, 7 hours per day, 5 days per week

**Salary:** Per salary schedule at Lakota. Starting at \$12.14 per hour based on verified experience.

**Employment Date:** August 2017

**Application Process:** Current Lakota employees may apply through **3:00 P.M., August 14, 2017**. Following the review of all applicants, Administration will review all applicants who have completed an on-line application at [www.lakotaonline.com](http://www.lakotaonline.com). Lakota employees must create a user account and profile in Applicant Tracking (formerly AppliTrack) to apply for these positions.

**Application Deadline:** August 14, 2017

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

**Job Category:** INSTRUCTIONAL AIDE

**Job Title:** INSTRUCTIONAL AIDE - PARAPROFESSIONAL

**Job Purpose:** ASSIST LAKOTA STUDENTS TO ACHIEVE  
THEIR FULLEST POTENTIAL  
BY  
PROVIDING EFFICIENT SUPPORT OF  
INSTRUCTION

**Essential Job Responsibilities:**

Enables all Lakota students to achieve their fullest potential

**Assist building staff BY:**

- Preparing equipment and supplies for summer storage
- Cleaning equipment
- Chaperoning students as directed
- Monitoring classrooms in teacher's absence
- Assisting students in classroom instruction as directed in either regular classroom or resource room or other instructional area
- Assisting in proctoring national exams
- Assisting with Graduations practices, special projects associated with various class and organizational activities, i. e. receptions, conferences, competitions; including purchasing and preparing food and beverages, setting tables, cleanup, etc.
- Operating copy machines—copying, making booklets, book copies, packets, folding and stapling
- Cutting, coloring, hole punching, laminating and/or assembling materials for classroom use
- Faxing materials, as requested
- Assisting with school-wide events: decorating, making programs, set-up, take down
- Data Entry
- Typing – quizzes, tests, homework sheets, notes, exams and study guides. May include typing in foreign languages, math equations and scientific notation, inserting pictures, drawings, graphs, hyperlinks, form fields, mail merge, and importing documents
- Distributing and retrieving typed documents
- Typing letters for signatures
- Delivering equipment and/or books to various rooms and setting up experiment and work carts
- Ensuring copy rooms are stocked with supplies and paper
- Preparing items for shipment

**Assist in direct instruction BY:**

- Monitoring student use of computer to complete projects, gather information, using internet, and printing of documents
- Coordinating or monitoring make-up tests, detentions, math labs for students

**Assist in record keeping and/or communication BY:**

- Reporting maintenance requests, i.e. locks installed or fixed, broken equipment, additional outlets
- Addressing student behavioral issues as they arise
- Participating with in-service activities as requested
- Attending staff and school meetings as requested

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

- Maintaining confidentiality
- Assisting substitute teacher through lesson plans
- Checking email, voice mail, school mailbox
- Completing district required reports: time sheets, mileage forms, absence reports, leave requests, accident reports, student incident reports, suspected child abuse reports, etc.

### **Assist administration in performing tasks BY:**

- Maintaining copy machines and printers in building including: replacing toner, staples, performing routine maintenance, clearing jams, keeping inventory of supplies, informing proper personnel when machines require service or supplies need to be ordered
- Assisting office personnel with special projects, i.e. mailings, large number of early release students, setting up and maintaining database for tests, stuffing envelopes etc.
- Assist with record keeping
- Performing duties such as recess coverage, bus duty, hallway monitoring, etc.
- All other duties as assigned

### **Qualifications unique to this position:**

- Ability to lift (up to 50lbs), bending, stooping, climbing, frequent ups and downs
- Must hold an Ohio Department of Education certification as an Instructional Aide
- Must have a working knowledge of office equipment such as: scanner, copier, calculator, printer, computer, fax machine, folding machine, folding/stapling machine, 3M machines, video cameras, tape recorders, phone, laminator, TV/VCR systems
- Must have an excellent working knowledge of Excel, Word, Internet and Power Point
- Must hold a High school diploma or equivalent