

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Support Staff Members
FROM: Human Resources Department
DATE: December 19, 2017

We are now accepting applications for the vacancy of **Instructional Aide – Special Education/MD**

Location: West High School

Qualifications: **Instructional Aide Duties for ED or MD Classroom:**
Monitor student stress and respond to behaviors (i.e. hitting, kicking, spitting)
Implement general behavior/classroom management skills
Maintains confidentiality of information regarding students
Assists students with hygiene/bathroom, toileting functions and eating. Diapering will be required
Work cooperatively with team
Can move fast on your feet if a student runs out of the classroom
Healthy back for lifting if need be
CPI training
Educational Aide Permit for 2017/2018 school year

Contract Days: 185 Days, 7 hours per day, 5 days per week (.875 FTE)

Employment Begins: January 2018

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

Application Process: Current Lakota employees may apply through **3:00 P.M., January 8, 2018**. Following the review of all internal applicants, Administration will review all applicants who have completed an on-line application at www.lakotaonline.com. Lakota employees must create a user account and profile in Applicant Tracking (formerly AppliTrack) to apply for these positions.

Application Deadline: January 8, 2018

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.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

LAKOTA LOCAL SCHOOLS JOB DESCRIPTION

Job Category: **INSTRUCTIONAL AIDE**

Job Title: **IA-SPECIAL EDUCATION - MD**

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

Essential Job Responsibilities:

Results-oriented job descriptions reflect a range of responsibilities from which individuals can expect to perform some responsibilities and not others. Evaluation of job performance is based on responsibilities expected of the individual in a specific position and as outlined in all of the responsibilities stated in the results-oriented job description.

Provide a safe and hygienic environment BY:

- Assisting students with health issues such as seizures
- Managing disruptive student behaviors
- Operating adaptive technology and other equipment such as switches, communication devices and FM systems
- Disinfecting all equipment and supplies as needed
- Cleaning and preparing all equipment for summer storage
- Planning and preparing meals and snacks in consideration of individual dietary needs (grocery shopping, preparing meal or snack, set up and serve)
- Performing housekeeping tasks such as cleaning up spills, washing dishes, disinfecting tables, washing placemats, laundry, vacuuming, washing toys, cleaning refrigerator, watering classroom plants, etc.
- Monitoring student movement and behavior in hallway and cafeteria
- Feeding student or assisting student with feeding
- Assisting student with lunch activities, i.e. opening containers, wiping hands, wiping face, cleaning up table area, etc.
- Assisting students in cooking tasks/clean-up
- Chaperoning students on field trips to locations and for activities such as museums, swimming, bowling, roller-skating, horseback riding, putt-putt, park walks, etc.
- Checking and packing first aid items, emergency forms and other supplies as needed
- Addressing the student's needs according to the "individualized behavior plan"
- Monitoring student's emotional level, i.e. calming student, drying tears, "nurturing"
- Keeping student safe in classes, i.e. physical education, cooking, construction and science labs, etc.
- Monitoring classrooms when teacher is called temporarily from the room
- Settling disputes
- Assisting students with self care, personal hygiene and appearance
- Assisting students with toileting needs and toilet training
- Changing soiled diapers/undergarments/clothes as needed
- Dressing students with coats, tying shoes, etc.
- Changing dressing on gastro-intestinal tube
- Helping students pack up at end of day
- Lifting, transferring, positioning and securing student (wheelchair, chair, scooter or walker to floor mats/changing table)
- Carrying student's backpack
- Assisting students with mobility, including wheelchair scooters
- Accompanying/escorting students to various locations (office, restroom, clinic, lunchroom, lunch line, classrooms

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

- Monitoring whereabouts of all special needs students throughout the day
- Reporting any building safety issues to building administration as they impact student safety
- Assisting with mobility training for students with vision impairments
- Accompanying students performing job tasks in the building
- ...with students with mild disabilities:
 - Escorting students with visual impairments
 - Removing disruptive students from class
 - Sending disciplinary referrals
 - Monitoring students during recess/playground area
 - Reminding students of medication times
 - Helping students prepare for physical education classes with dressing/locker combinations
 - Assisting student with arrival and departure (to/from bus, auto, etc.)
 - Assisting student with morning activities: opening/closing locker or cubby, emptying backpack, signing in
- ... with students with significant disabilities:
 - Getting students on and off the school bus
 - Walking students to and from classes, special events, clinic, etc.
 - Assisting students with self care, personal hygiene and appearance including brushing teeth, combing hair, washing face and hands, wiping noses, feminine hygiene
 - All other duties as assigned

Assist in Direct Instruction BY:

- Modifying student class work – papers, tests and study guides
- Working cooperatively with classroom teacher i.e. handing out and collecting papers, taking attendance, etc.
- Providing one-on-one student instruction by clarifying directions, giving verbal instruction and re-teaching material
- Assisting students in various classrooms with core subjects, music programs, art class, gym, computer lab and science lab
- Leading and working on OT exercises as directed by therapist
- Supporting/reinforcing/assisting student with work, i.e. using additional materials, hand-over-hand instruction, and role-playing of social skills
- Providing support to student in use of computer to complete projects, gather information, using Internet, and printing of documents
- Motivating and redirecting students to stay on task in classroom
- Encouraging interaction of student in classroom discussion and participation in games, and "down-time"
- Working with speech students as directed by speech therapist
- Building positive self-images by rewarding students for good work and good behavior
- Assisting vocational training by operating school supply store with students, modeling job skills, and instructing in money and math skills
- Helping students apply life skills by grocery shopping, ordering in restaurants, helping the students with handling money, making choices and purchasing items
- Directing students how to select and buy lunch
- Encouraging use of manners and social etiquette
- Addressing student behavioral issues as they arise
- Facilitating student's communication and social tasks, encouraging speech and language concepts
- Reinforcing student's self help skills (button, zip, put on coats and hats and gloves, etc.)
- Assisting the teacher with proper behavior and creating a positive environment in the classroom
- ...with students with mild disabilities:
 - Assisting students in classroom instruction as directed by teacher in either regular classroom or other instructional area
 - Assisting other students not on IEP's while in classroom, if directed to do so by teacher
 - Leading small groups i.e. reading, math, vocal music, circle time (weather, story, calendar, songs, etc.)
 - Scribing and copying notes for students, i.e. visually impaired, etc.
 - Assisting student in organizing planner, binder, notebooks, desk and all class materials on a daily basis
 - Instructing students with make-up work after absences: providing all missed notes and handouts
 - Providing support to student in use of media center
 - Assisting students with researching, preparing and giving presentations.
 - Administering regular and make-up tests to students by test timing, monitoring and/or reading tests aloud
 - Assisting students with their writing by checking and editing for proper grammar, spelling and proofreading homework
 - Assisting/monitoring a language lab, learning lab or study hall
- ...with students with significant disabilities:
 - Assisting with adaptive physical education
 - Assisting students with transitioning from one task to another

- All other duties as assigned

Assist students and/or teachers BY:

- Documenting student's performance (monitoring, charting and recording)
- Adapting material such as homework, tests, projects and written assignments
- Using copier for reproducing tests, assignments and materials
- Cutting, coloring, hole punching, laminating and/or assembling materials for classroom use
- Entering data into computer
- Assisting with department organization: schedules, proficiencies, student activities, etc.
- Assisting with school-wide events: decorating, making programs, selling tickets, set-up, take down
- Assisting in preparing and straightening classroom for students: daily, and at the beginning and end of school year
- Creating, updating, changing bulletin boards and calendar in classroom as needed for holidays, special occasions, etc.
- Organizing and maintaining files of classroom materials and modified assignments
- Keeping samples and files of student work.
- Helping teacher plan student seating, daily schedule, and classroom activities by researching, retrieving, and preparing materials
- Assisting with daily laundry and dishwashing
- Assisting student's case manager with IEP's: editing, documenting, checking, copying, distributing and filing
- Coordinating, writing out, send out IEP students' tracking sheets to mainstream teachers
- Running errands/shopping for projects and supplies as directed by teacher/staff
- Developing and creating materials for students (study guides, study aids, flashcards, manipulatives, games)
- Maintaining storage room and inventory of textbooks and supplies

...with students with mild disabilities:

- Using computer and computer programs for student use and in production of classroom materials (Board maker, etc)
- Faxing materials for teacher, as requested
- Shredding papers
- Assisting teachers in setting up Grade Book on the computer; entering names and classes on computers; assisting teachers in entering grades into their hard copy grade book and/or bubbling in semester grades on Pentamaton sheets.
- Grading -- quizzes, tests, exams, homework and projects. (manually or by grade machine)
- Ordering textbooks per department head instructions
- Sending books for repair/rebind

...with students with significant disabilities:

- Giving visual, verbal and gesture communication prompts to students
- Assisting students with communication – teacher/student and student/teacher
- Assisting teacher with role modeling to student
- All other duties as assigned

Assist with record keeping and/or communication BY:

- Completing district required reports: time sheets, mileage forms, absence reports, leave requests, accident reports, student incident reports, suspected child abuse reports
- Participating with in-service activities as requested
- Participating in IEP meetings as requested
- Maintaining confidentiality
- Assisting in communication between school and home by using planners or a daily log
- Collaborating with classroom teachers, OT, PT, Adaptive PE, and/or speech therapist
- Assisting teacher with assessment of students
- Assisting a substitute teacher through lesson plans, discipline help, etc.
- Checking e-mail, voice mail, school mailbox daily
- Communicating and understanding deaf, non-verbal, blind or vision impaired students

...with students with mild disabilities:

- Filing student records
- Maintaining up-to-date homework assignment information
- Acting as liaison between classroom teacher, ESL teacher, and special education teacher concerning progress of student's work and behavior

- Arranging for program speakers, making arrangements for field trips, submitting field trip forms to service center
 - Communicating with counselors and directing students to appropriate counselor/media specialist/nurse, intervention, etc
- ...with students with significant disabilities:
- Assisting with charting student performance through daily communication notebook to parents
 - Attending and participating in staff meetings, assemblies and parent-teacher conferences as requested
 - Entering IEP information and data
 - Communicating with teachers, administrators, students and parents
 - All other duties as assigned

Qualifications unique to this position:

- Meet state/federal qualification for "highly qualified"
- Will require physical work, i.e. lifting, bending, twisting, frequent ups and downs.
- Requires Ohio Department of Education certification as Instructional Aide
- High school diploma or equivalent

10/13/2004