

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Support Staff Members
FROM: Human Resources Department
DATE: June 12, 2025

We are now accepting applications for the vacancy of:

Position: Instructional Aide – Special Education / Attendant, .875 FTE

Location: Cherokee Elementary

Qualifications: Monitor student stress and respond to behaviors (i.e. hitting, kicking, spitting)
Implement general behavior/classroom management skills
Maintains confidentiality of information regarding students
Assist 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 2025/2026 school year

Contract Days: 7 hours per day, 5 days per week and 184 days per school year calendar.

Employment Starts: August 11, 2025

Salary: Per salary schedule at Lakota. Starting at \$18.52 per hour plus an additional \$1.50 per hour pay differential for IA's assigned to SCC, ED, MD and Attendant positions. Based on verified experience.

Application Process: Current Lakota employees may apply through **3:00 P.M., June 18, 2025**. Following the review of all internal applicants, administration will review all applicants who have completed an on-line application at **www.lakotaonline.com** Current Lakota employees must create a user account and profile in the Butler County Area Application Consortium System to apply for these positions.

Application Deadline: June 18, 2025

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.

**LAKOTA LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Position: Instructional Aide - Attendant

Department: LSSA Support Staff

Reports to: Building Administrator / Executive Director of Special Services

Hours: 7 hours per day, 5 days per week

Contract: 184 Days

SUMMARY:

This position is to assist teaching staff and students to enable students the opportunity to reach their potential.

MINIMUM EDUCATION:

High school diploma or equivalent required, associate's degree preferred.
A current Educational Aide Permit from the Ohio Department of Education valid in Lakota Local Schools.

EXPERIENCE:

Previous experience in a classroom setting as a Teaching Assistant or Classroom Aide preferred.

RESPONSIBILITIES:

- 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
- Feeding student or assisting student with feeding
- Addressing the student's needs according to the "individualized behavior plan"
- Assisting student with arrival and departure (to/from bus, auto, etc.)
- Lifting, transferring, positioning and securing student (wheelchair, chair, scooter or walker to floor mats/changing table)
- Assisting student with mobility, including wheelchair scooters
- Accompanying/escorting student to various locations (office, restroom, clinic, lunchroom, lunch-line, classrooms)
- Accompanying student performing job tasks in the building
- Assisting student in classroom instruction as directed by teacher in either regular classroom or resource room or other instructional area
- Providing one-on-one student instruction by clarifying directions, giving verbal instruction and re-teaching material
- Scribing and copying notes for student, i.e. visually impaired etc.
- Assisting student in various classrooms with core subjects, music programs, art class, gym, computer lab and science lab
- Supporting/reinforcing/assisting student with their work, i.e. using additional materials, hand-over-hand instruction, and role-playing of social skills.
- Assisting student with researching, preparing and giving presentations
- Motivating and redirecting student to stay on task in classroom
- Modifying work space for the student
- Addressing student behavioral issues as they arise
- Adapting material such as homework, tests, projects and written assignments
- Cutting, coloring, hole punching, laminating and/or assembling materials for classroom use
- Assisting in preparing and straightening classroom for students: daily, and at the beginning and end of school year
- Using copier for reproducing tests, assignments, and materials
- 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
- Maintaining confidentiality

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

- Collaborating with classroom teachers, OT, PT, Adaptive PE, and/or speech therapist
- Checking email, voice mail, school mailbox daily
- Communicating and understanding deaf, non-verbal, blind or vision impaired students
- Other Duties as assigned

- **EMPLOYMENT REQUIREMENTS:**
- Could result in being bitten, hit, slapped, punched, etc. by students with disabilities
- Could require physical work, such as lifting, bending, frequent ups and downs
- Work is performed in a school/office environment.
- Ability to lift up to 50 lbs.
- Bending, Lifting, Twisting and repetitive motion required.
- Valid driver's license required.
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