

POSTING

LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office

TO: All Support Staff Members
FROM: Human Resources Department
DATE: June 17, 2025

We are now accepting applications for the anticipated vacancy of:

Position: Instructional Aide – Paraprofessional, .875 FTE

Location: Cherokee Elementary

Qualifications: High School Diploma
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.

Salary: Per salary schedule at Lakota. Starting at \$18.52 per hour based on verified experience.

Employment Date: August 11, 2025

Application Process: Current Lakota employees may apply through **3:00 P.M., June 23, 2025**. 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 application in the Butler County Area Application Consortium to apply for these positions.

Application Deadline: June 23, 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 - Paraprofessional

Department: LSSA Support Staff

Reports to: Building Administrator

Hours: 3 - 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, Associates 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.

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

RESPONSIBILITIES:

- 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, such as 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
- 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
- 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.
- 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

EMPLOYMENT REQUIREMENTS:

- Work 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.