

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Certified Staff Members
FROM: Human Resources
DATE: July 11, 2025

We are now accepting applications for the position of Substitute Teacher – Special Education, 1 FTE

Location: Ridge Junior

Qualifications: Valid Substitute Teaching Licensure

Dates of Employment: 9/29/2025 – 12/19/2025, 7.75 hours per day.

Application Process: Applicants must be a current Substitute Teacher with SWO-COG through the Butler County Educational Service Center. Administration will review applicants who have completed an application through Frontline at www.lakotaonline.com and contact those applicants deemed best qualified for the position.

Application Deadline: July 24, 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: Teacher

Department: District

Reports to: Building Administrator

SUMMARY:

To enable the school district to provide quality education for all children.

MINIMUM EDUCATION:

Must possess a bachelor's degree and a valid Ohio teaching certificate/license. Must meet Highly Qualified Status criteria.

EXPERIENCE:

Proficiency in MS Office (Word, Excel, PowerPoint and Access), etc. to maintain various records, documents and reports.

RESPONSIBILITIES:

- Demonstrates knowledge of subject area.
- Delivers directions, explanations, and instructional content in a manner that allows students to remain constructively on task.
- Employs a variety of instructional techniques.
- Uses a variety of school and community personnel and material resources.
- Demonstrates appropriate academic planning and organization.
- Designs and employs a variety of objective and consistent assessment techniques when evaluating learning or development.
- Informs students of assessment techniques to measure student knowledge or skills related directly to curriculum goals.
- Adapts methods, activities and materials to meet the needs of students with varying abilities.
- Employs intervention strategies for students in need of assistance.
- Participates in the development of district courses of study.
- Implements district graded courses of study.
- Establishes and maintains effective classroom control to meet the educational needs of the students.
- Consistently enforces the district and building codes of conduct.
- Develops a climate of mutual respect and cooperation as evidenced by pupil-pupil and pupil-teacher interaction.
- Reinforces/rewards appropriate social and academic behavior and uses constructive disciplinary approaches.
- Assists students to develop responsibility and exercise self-discipline.
- Demonstrates the ability to handle classroom behavior problems, intervening early and employing the most appropriate techniques and personnel.
- Participates in continued educational experiences to remain current in the profession of education.
- Maintains professional interactions with other educational personnel, parents, and the community.
- Performs necessary clerical responsibilities.
- Works independently and/or cooperatively to identify and solve professionally related problems, issues, and concerns.
- Accepts change and constructive criticism in a professional manner.
- Follows written administrative policies and procedures of the department, school and district.
- All other duties as assigned by administration.

EMPLOYMENT REQUIREMENTS:

- Work is performed in a school environment
- Ability to lift up to 50 lbs.
- Bending, Lifting, Twisting and repetitive motion required

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

January 2020