

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Support Staff Members
FROM: Human Resources Department
DATE: July 23, 2025

We are now accepting applications for the vacancy of:

Position: Instructional Aide – Special Education / Job Coach (.875 FTE)

Location: Central Office

Qualifications: High School Diploma
Educational Aide Permit for 2025/2026 School Year.

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

Employment Starts: August 11, 2025

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

Application Process: Current Lakota employees may apply through **3:00 P.M., July 25, 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: Until Filled

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 SCHOOL DISTRICT JOB DESCRIPTION

Position: Instructional Aide – Job Coach

Department: LSSA Support Staff

Reports to: Work Study Coordinator

Hours: 7 hours per day, 5 days per week

Contract: 184 Days

SUMMARY:

Assists students with developing employability skills in the Transition to Work Program while acting as a liaison between the employer and the school district

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 possess demonstrated ability to establish and maintain rapport with students.
- Must possess demonstrated ability to work cooperatively and effectively with others.
- Must possess demonstrated ability to communicate clearly and effectively, both orally and in writing.
- Must possess demonstrated skills of organization and problem solving.
- Must exhibit professional behavior and sound judgment.

RESPONSIBILITIES:

- Establish and maintain a positive, working relationship with the employer.
- Provide job skill training to students to insure student job responsibilities are successfully met.
- Identify and resolve issues as they occur at the job site.
- Maintain daily documentation of progress made toward IEP objectives related to employment.
- Communicate daily with the Transition to Work Coordinator and report student progress at the job site.
- Develop new job sites and facilitate student transportation.
- Understand and implement Behavior Intervention Plans.
- Meet deadlines as related to responsibilities.
- Demonstrate flexibility in adjusting to changes and reliability in carrying out responsibilities.
- Establish a professional level of rapport with students and staff.
- Maintain necessary professional confidentiality.
- Maintain good public appearance, attitude, and conversation.
- Assume other duties as assigned by the Work Study Coordinator.

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.