

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Support Staff Members
FROM: Human Resources Department
DATE: August 11, 2025

We are now accepting applications for the vacancy of:

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

Location: Heritage ECS

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: ASAP

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., August 13, 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: August 13, 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.
-