

POSTING

LAKOTA LOCAL SCHOOL DISTRICT Human Resources Office

TO: All Support Staff Members
FROM: Human Resources
DATE: August 15, 2025

We are now accepting applications for the vacancy of:

Position: Certified Assistant - Sign Language Interpreter

Location: Central Office, .875 FTE

Job Duties/Functions:

- Responsible for facilitating communication of instruction and classroom interaction.
- Work cooperatively with classroom teachers and other staff members.
- Provide a communication link between the student and all others in the classroom to provide equal access to education using the preferred sign system of the student.
- Be cooperative, positive, and helpful in the classroom.

Qualifications:

- High school diploma
- Ohio Associate License for Interpreter for the Hearing Impaired

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

Employment Date: ASAP

Salary: Per salary schedule at Lakota, starting at \$26.48 per hour based on verified previous experience.

Application Process: Current Lakota employees may apply through **3:00 P.M., August 21, 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: 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: Certified Assistant – Sign Language Interpreter

Department: Special Services

Reports to: Executive Director of Special Services

Hours: 7 hours per day, 5 days per week

Contract: 184 days

SUMMARY:

Facilitate communication of instructor and classroom interaction, auditory and/or manual, to assist identified student with daily classroom responsibilities.

MINIMUM EDUCATION:

Associate degree in Sign Language Interpreting required.

Ohio Department of Education Associate License for Interpreter for the Hearing Impaired.

EXPERIENCE:

Successful experience interpreting in a classroom setting

RESPONSIBILITIES:

- Responsible for facilitating communication of instruction and classroom interaction.
- Be responsible for facilitating notes and gathering other classroom materials for distribution to student in timely manner.
- Participate in IEP meetings as requested.
- Work cooperatively with classroom teacher(s) and other staff members.
- Adhere to student schedules
- Perform other duties as assigned pertaining to this specific job.
- Maintain confidentiality.

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.