

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Support Staff Members
FROM: Human Resources Department
DATE: August 19, 2025

We are now accepting applications for the anticipated vacancy of:

Position: Instructional Aide – Paraprofessional, .875 FTE

Location: Liberty ECS

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: ASAP

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