OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

Position: IA - SPECIAL EDUCATION/SCC

Department: Building Assigned

Fair Labor Standards Act Status: Nonexempt (Hourly)

Reports to: Building Principal / Executive Director of Special Services

Contract: 184 Days

District Overview

Lakota Local School District is a vibrant and dynamic educational community, serving over 18,000 students. Everything WE do is designed to provide a future-ready, student-centered learning experience for every single child.

Job Summary

The **IA - SPECIAL EDUCATION/SCC** provides individualized academic, behavioral, and personal care support to students with specialized needs in a variety of learning environments. Working under the supervision of a licensed educator, the aide facilitates student participation in instructional activities, promotes independence, and ensures safety and consistency throughout the school day. This role is crucial for reinforcing Individualized Education Programs (IEPs), medical plans, Behavior Intervention Plans (BIPs), and for maintaining a supportive environment aligned with student learning goals.

Minimum Qualifications

- High school diploma or equivalent required.
- Associate degree preferred.
- Current Educational Aide Permit from the Ohio Department of Education valid in Lakota Local Schools.
- Successful completion of applicable training (e.g., CPR/First Aid, Crisis Prevention as required).
- Prior classroom experience as an aide or paraprofessional preferred.

Environmental & Daily Living Support

- Support teachers and students by assisting with material preparation, managing supplies, and maintaining classroom cleanliness.
- Support teachers by following the schedule they created and working with their assigned students.
- Support students by assisting with implementing daily schedules and routines.

LAKOTA
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- Assist students in accessing and carrying out their daily schedules and activities by promoting and facilitating communication via low-tech and high-tech methods and implementing behavior and sensory supports as needed.
- Cooperate with the classroom teacher and team to ensure all students' needs are met academically, medically, socially, and behaviorally.
- Assist teachers with data collection, record keeping, and other clerical duties.
- Assist students with personal care activities, including diaper changes, toileting, feeding, and hygiene routines.
- Assist students with daily transitions throughout the classroom and school building.
- Support students with challenging behaviors by following their behavior plans as outlined by the teacher.
- Implement students' individual behavior reinforcement plans as instructed by the teacher.
- Assist students with mobility needs as instructed by the teacher and/or Physical Therapist.
- Assist with repositioning non-ambulatory students using various equipment as instructed by the teacher and/or Physical Therapist.
- Reinforce students' modes of communication throughout the day across settings as instructed by the teacher and/or Speech Therapist.
- Reinforce classroom structure and routines by utilizing visual supports and schedules as instructed by the teacher.
- Assist the classroom teacher and team in implementing de-escalation strategies when needed.
- Maintain confidentiality regarding students. Students should be discussed only with administrators and staff members who work directly with them.

Knowledge, Skills, and Abilities

Knowledge:

- Basic understanding of multiple disabilities, autism, and related supports.
- Familiarity with Positive Behavioral Interventions and Supports.
- Familiarity with assistive technology, AAC (augmentative and alternative communication), and adaptive tools.
- Understanding of district and state guidelines related to special education and student confidentiality.

Skills:

- Ability to communicate effectively and respectfully with students and staff.
- Capacity to follow detailed education, behavioral, and medical plans with consistency and empathy.
- Organizational skills to assist the teacher with managing classroom materials and documentation.
- Calm, patience, compassion, and responsiveness in challenging situations.
- Ability to be flexible and be a team player by adapting to instructional and behavioral needs throughout the school day.
- Ability to facilitate participation in general education settings.

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Abilities:

- Ability to physically assist students as needed, including lifting or guiding to ensure safety.
- Ability to be reliable and on time to work.
- Assist with physical transfers and support medical routines.
- Ability to work with students with a variety of behavioral needs.

Working Conditions:

- Work performed in the classroom, therapy room, and community settings requires interaction with among students, teachers, community job sites, and administrators.
- Exposure to bodily fluids and personal care tasks requiring frequent physical activity.
- Must be able to lift, bend, twist, kneel, and perform repetitive motions.
- Ability to lift, push, or pull up to 50 lbs.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the reasonable duties required by the employee's supervisor and/or appointing authority.

Lakota Local School District is an Equal Opportunity Employer

Board Approved: March 23rd, 2026.