

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Support Staff Members
FROM: Human Resources Department
DATE: December 8, 2014

We are now accepting applications for the vacancy of **Instructional Aide** for the 2014-2015 school year.

Position: Instructional Aide – Special Ed/MD

Location: East High School

Contract Days: 185 Days, 7 hours per day, 5 days per week (.875 FTE)

Salary: Per salary schedule at Lakota. Starting at \$11.14 per hour based on experience.

Application Process: Current Lakota employees may apply through **4:00 P.M., December 12, 2014**. Following the review of all internal applicants, Administration will review all new applicants who have completed an on-line application at www.lakotaonline.com. Lakota employees must create a user account and profile in AppliTrack to apply for this position.

Application Deadline: December 12, 2014

Job Category: INSTRUCTIONAL AIDE

Job Title: IA-SPECIAL EDUCATION - MD

Job Purpose: ASSIST LAKOTA STUDENTS TO ACHIEVE
THEIR FULLEST POTENTIAL
BY
PROVIDING EFFICIENT SUPPORT OF
INSTRUCTION

Essential Job Responsibilities:

Results-oriented job descriptions reflect a range of responsibilities from which individuals can expect to perform some responsibilities and not others. Evaluation of job performance is based on responsibilities expected of the individual in a specific position and as outlined in all of the responsibilities stated in the results-oriented job description.

Provide a safe and hygienic environment BY:

- 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
- Planning and preparing meals and snacks in consideration of individual dietary needs (grocery shopping, preparing meal or snack, set up and serve)
- Performing housekeeping tasks such as cleaning up spills, washing dishes, disinfecting tables, washing placemats, laundry, vacuuming, washing toys, cleaning refrigerator, watering classroom plants, etc.
- Monitoring student movement and behavior in hallway and cafeteria
- Feeding student or assisting student with feeding
- Assisting student with lunch activities, i.e. opening containers, wiping hands, wiping face, cleaning up table area, etc.
- Assisting students in cooking tasks/clean-up
- Chaperoning students on field trips to locations and for activities such as museums, swimming, bowling, roller-skating, horseback riding, putt-putt, park walks, etc.
- Checking and packing first aid items, emergency forms and other supplies as needed
- Addressing the student's needs according to the "individualized behavior plan"
- Monitoring student's emotional level, i.e. calming student, drying tears, "nurturing"
- Keeping student safe in classes, i.e. physical education, cooking, construction and science labs, etc.
- Monitoring classrooms when teacher is called temporarily from the room
- Settling disputes
- Assisting students with self care, personal hygiene and appearance
- Assisting students with toileting needs and toilet training
- Changing soiled diapers/undergarments/clothes as needed
- Dressing students with coats, tying shoes, etc.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

- Changing dressing on gastro-intestinal tube
- Helping students pack up at end of day
- Lifting, transferring, positioning and securing student (wheelchair, chair, scooter or walker to floor mats/changing table)
- Carrying student's backpack
- Assisting students with mobility, including wheelchair scooters
- Accompanying/escorting students to various locations (office, restroom, clinic, lunchroom, lunch line, classrooms)
- Monitoring whereabouts of all special needs students throughout the day
- Reporting any building safety issues to building administration as they impact student safety
- Assisting with mobility training for students with vision impairments
- Accompanying students performing job tasks in the building

...with students with mild disabilities:

- Escorting students with visual impairments
- Removing disruptive students from class
- Sending disciplinary referrals
- Monitoring students during recess/playground area
- Reminding students of medication times
- Helping students prepare for physical education classes with dressing/locker combinations
- Assisting student with arrival and departure (to/from bus, auto, etc.)
- Assisting student with morning activities: opening/closing locker or cubby, emptying backpack, signing in

... with students with significant disabilities:

- Getting students on and off the school bus
- Walking students to and from classes, special events, clinic, etc.
- Assisting students with self care, personal hygiene and appearance including brushing teeth, combing hair, washing face and hands, wiping noses, feminine hygiene
- All other duties as assigned

Assist in Direct Instruction BY:

- Modifying student class work – papers, tests and study guides
- Working cooperatively with classroom teacher i.e. handing out and collecting papers, taking attendance, etc.
- Providing one-on-one student instruction by clarifying directions, giving verbal instruction and re-teaching material
- Assisting students in various classrooms with core subjects, music programs, art class, gym, computer lab and science lab
- Leading and working on OT exercises as directed by therapist
- Supporting/reinforcing/assisting student with work, i.e. using additional materials, hand-over-hand instruction, and role-playing of social skills
- Providing support to student in use of computer to complete projects, gather information, using Internet, and printing of documents
- Motivating and redirecting students to stay on task in classroom
- Encouraging interaction of student in classroom discussion and participation in games, and "down-time"
- Working with speech students as directed by speech therapist
- Building positive self-images by rewarding students for good work and good behavior
- Assisting vocational training by operating school supply store with students, modeling job skills, and instructing in money and math skills
- Helping students apply life skills by grocery shopping, ordering in restaurants, helping the students with handling money, making choices and purchasing items
- Directing students how to select and buy lunch
- Encouraging use of manners and social etiquette
- Addressing student behavioral issues as they arise
- Facilitating student's communication and social tasks, encouraging speech and language concepts
- Reinforcing student's self help skills (button, zip, put on coats and hats and gloves, etc.)
- Assisting the teacher with proper behavior and creating a positive environment in the classroom

...with students with mild disabilities:

- Assisting students in classroom instruction as directed by teacher in either regular classroom or other instructional area
- Assisting other students not on IEP's while in classroom, if directed to do so by teacher
- Leading small groups i.e. reading, math, vocal music, circle time (weather, story, calendar, songs, etc.)
- Scribing and copying notes for students, i.e. visually impaired, etc.
- Assisting student in organizing planner, binder, notebooks, desk and all class materials on a daily basis
- Instructing students with make-up work after absences: providing all missed notes and handouts
- Providing support to student in use of media center
- Assisting students with researching, preparing and giving presentations.

- Administering regular and make-up tests to students by test timing, monitoring and/or reading tests aloud
 - Assisting students with their writing by checking and editing for proper grammar, spelling and proofreading homework
 - Assisting/monitoring a language lab, learning lab or study hall
- ...with students with significant disabilities:
- Assisting with adaptive physical education
 - Assisting students with transitioning from one task to another
 - All other duties as assigned

Assist students and/or teachers BY:

- Documenting student's performance (monitoring, charting and recording)
 - Adapting material such as homework, tests, projects and written assignments
 - Using copier for reproducing tests, assignments and materials
 - Cutting, coloring, hole punching, laminating and/or assembling materials for classroom use
 - Entering data into computer
 - Assisting with department organization: schedules, proficiencies, student activities, etc.
 - Assisting with school-wide events: decorating, making programs, selling tickets, set-up, take down
 - Assisting in preparing and straightening classroom for students: daily, and at the beginning and end of school year
 - Creating, updating, changing bulletin boards and calendar in classroom as needed for holidays, special occasions, etc.
 - Organizing and maintaining files of classroom materials and modified assignments
 - Keeping samples and files of student work.
 - Helping teacher plan student seating, daily schedule, and classroom activities by researching, retrieving, and preparing materials
 - Assisting with daily laundry and dishwashing
 - Assisting student's case manager with IEP's: editing, documenting, checking, copying, distributing and filing
 - Coordinating, writing out, send out IEP students' tracking sheets to mainstream teachers
 - Running errands/shopping for projects and supplies as directed by teacher/staff
 - Developing and creating materials for students (study guides, study aids, flashcards, manipulatives, games)
 - Maintaining storage room and inventory of textbooks and supplies
- ...with students with mild disabilities:
- Using computer and computer programs for student use and in production of classroom materials (Board maker, etc)
 - Faxing materials for teacher, as requested
 - Shredding papers
 - Assisting teachers in setting up Grade Book on the computer; entering names and classes on computers; assisting teachers in entering grades into their hard copy grade book and/or bubbling in semester grades on Pentamation sheets.
 - Grading -- quizzes, tests, exams, homework and projects. (manually or by grade machine)
 - Ordering textbooks per department head instructions
 - Sending books for repair/rebind
- ...with students with significant disabilities:
- Giving visual, verbal and gesture communication prompts to students
 - Assisting students with communication – teacher/student and student/teacher
 - Assisting teacher with role modeling to student
 - All other duties as assigned

Assist with record keeping and/or communication BY:

- 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
- Participating in IEP meetings as requested
- Maintaining confidentiality
- Assisting in communication between school and home by using planners or a daily log
- Collaborating with classroom teachers, OT, PT, Adaptive PE, and/or speech therapist
- Assisting teacher with assessment of students
- Assisting a substitute teacher through lesson plans, disciple help, etc.
- Checking e-mail, voice mail, school mailbox daily
- Communicating and understanding deaf, non-verbal, blind or vision impaired students

...with students with mild disabilities:

- Filing student records
- Maintaining up-to-date homework assignment information
- Acting as liaison between classroom teacher, ESL teacher, and special education teacher concerning progress of student's work and behavior
- Arranging for program speakers, making arrangements for field trips, submitting field trip forms to service center
- Communicating with counselors and directing students to appropriate counselor/media specialist/nurse, intervention, etc

...with students with significant disabilities:

- Assisting with charting student performance through daily communication notebook to parents
- Attending and participating in staff meetings, assemblies and parent-teacher conferences as requested
- Entering IEP information and data
- Communicating with teachers, administrators, students and parents
- All other duties as assigned

Qualifications unique to this position:

- Meet state/federal qualification for "highly qualified"
- Will require physical work, i.e. lifting, bending, twisting, frequent ups and downs.
- Requires Ohio Department of Education certification as Instructional Aide
- High school diploma or equivalent

10/13/2004