

KETTERING CITY SCHOOL DISTRICT

580 Lincoln Park Blvd. Ste. 105

KETTERING, OHIO 45429

Telephone: 937-499-1426

FAX: 937-499-1519

MINDY MCCARTY-STEWART
Superintendent

KEN MILLER
Asst. Superintendent of Human Capital

POSTING

March 5, 2025

TO: All Kettering City School District locations and outside locations as designated by the Assistant Superintendent of Human Capital.

POSITION: SCHOOL AIDE

LOCATION: JOHN F. KENNEDY ELEMENTARY SCHOOL

Effective April 14, 2025

GENERAL INFORMATION: The person in this position will be supervising students in the lunchroom and on the playground for **2 1/2 hours per day**.

MAJOR RESPONSIBILITIES, Partial List:

1. To assist students on an individual basis.
2. To maintain a safe environment.
3. To work collaboratively with other staff members.
4. To adapt to flexible situations.

QUALIFICATIONS, Partial List:

1. *Applicants must be Highly Qualified – Possess a 2-year Associates Degree or 2 years of college credits (48 semester or 72 quarter hrs.) or passage of state paraprofessional standards exam (PARAPRO Test).*
2. Valid Ohio Educational Aide Permit.
3. Must pass criminal background checks and pre-employment drug screening.
4. Collaborative and problem-solving skills.

SALARY:

Per approved salary schedule. **THIS IS A SPREAD PAY POSITION**

APPLICATION PROCEDURE: All candidates are required to apply online at: www.applitrack.com/dayton/onlineapp. Current employees should apply as “INTERNAL” applicants and all other candidates (including current Substitute Employees) should apply as “EXTERNAL” applicants. Contact person is Gene Gooding, Principal, John F. Kennedy Elementary School – gene.gooding@ketteringschools.org. The search will remain open until filled, but applicant screening will begin immediately.

KETTERING BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER