

Paraprofessional Job Posting

Position Title: Elementary Teacher Aide (Prek-5)

Posting date: August 10 until filled.

Qualifications:

- Meets all mandated state/federal qualifications as demonstrated by completion of higher education credit hour requirements, approved degree program, or successful passage of a sanctioned professional standards assessment.

Reports to: Teacher, Office Staff or Principal

Description: Assist teachers or front office staff with classroom and office duties; assist teacher in providing additional assistance in the required subject and/or monitor students at lunch, recess and study hall

NOTE: The below lists are not ranked in order of importance:

Functions: The essential function of this position include but are not limited to, the responsibilities and functions specified herein.

- Ensure safety of students
- Notify supervisor in case of illness
- Work with students both individually and in small groups
- Assist students with class work
- Play learning games
- Assist students with programmed materials
- Assist with recess supervision, restroom breaks, etc.
- Assist students with make-up work if absent
- Promote materials for class projects
- Grade papers
- Distribute communiques to be sent home to children
- Assist students with toiletry needs as necessary
- Duplicate materials for class
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g. student records; free/reduced lunch forms; student test scores
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue
- Operation of a vehicle under inclement weather conditions, i.e. being prepared to come to school on all scheduled work days, except for calamity days
- Interaction among unruly children
- Requirement to travel
- Evening/weekend/summer work
- Regular requirements to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop
- Occasional carrying/lifting paper and other classroom supplies to a maximum of 50 pounds

APPLICATION PROCEDURE: To apply, email a Cover Letter, Resume, and References to Bob Daugherty (Elementary Principal) at bdaugherty@bradford.k12.oh.us. Also apply on Dayton Area Consortium Application at <https://www.applitrack.com/dayton/onlineapp/>, The search will remain open until filled, but applicant screening will begin immediately.