

KETTERING CITY SCHOOL DISTRICT

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MINDY MCCARTY-STEWART
Superintendent

KEN MILLER
Asst. Superintendent of Human Capital

POSTED

August 29, 2025

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

POSITION: **CLASSROOM AIDE – Traditional – (2 Positions)**
(1st Grade - Max. of 15 hrs/wk.)
Effective immediately

LOCATION: **GREENMONT ELEMENTARY SCHOOL**

GENERAL INFORMATION: These aides will provide direct classroom assistance to an individual teacher for a maximum of 15 hours per week. These positions will be reviewed at the end of each grading period to determine the need for continuation. The employees will be paid “as they work” and there are **No Benefits** attached to these positions. *This position will be nonrenewed no later than the end of the 2025-26 school year.*

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”(a minimum of a 2-year Associates Degree or 2 years of college credits - 48 semester or 72 quarter hrs. - or have passed the Paraprofessional Assessment Test.*
2. Valid Ohio Educational Aide Permit.
3. Must pass criminal background checks & pre-employment drug screening.
4. Collaborative and problem-solving skills.

SALARY: Per approved salary schedule.

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. The contact person is Brooke Goodwine, Principal, Greenmont Elementary School – brooke.goodwine@ketteringschools.org. The search will remain open until filled, but applicant screening will begin immediately.

KETTERING BOARD OF EDUCATION IS AN EQUAL-OPPORTUNITY EMPLOYER