

# KETTERING CITY SCHOOL DISTRICT

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Superintendent

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Asst. Superintendent of Human Capital

## **POSTING**

September 10, 2025

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

**POSITION:** SPECIAL EDUCATION PARAPROFESSIONAL

**LOCATION:** KETTERING FAIRMONT HIGH SCHOOL

Effective immediately

**GENERAL INFORMATION:** This position will be 7 hours per day. The primary responsibility will be to provide support and assistance for students identified with special needs.

### **MAJOR RESPONSIBILITIES, Partial List:**

1. To assist students identified with special needs on an individual basis and small group with academics.
2. To adapt classroom activities, assignments, and/or materials under the direction of the teacher for the purpose of supporting and reinforcing classroom instructional and behavioral skills.
3. To assist teachers with required physical activity, including walking, stooping, bending, assisting students with positive behavior strategies and assisting students, as needed, with activities of daily living, which include feeding and personal hygiene.
4. To assist teachers with monitoring students during assigned periods within a variety of school environments (ex. lunch, on/off bus, restroom, field trips, assemblies, specials, etc.) for the purpose of maintaining a safe and positive learning environment.

### **QUALIFICATIONS, Partial List:**

1. *Applicants must be Highly Qualified – Possess a 2-year Associate's 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 check and pre-employment drug screening.
4. Must have competencies required to satisfactorily perform the functions of the job including adapting to changing work priorities, communicating effectively with students, parents and teachers, maintaining confidentiality working as part of a team, and must possess problem-solving skills.

**SALARY:** According to approved salary schedule. **THIS IS A SPREAD PAY POSITION**

**APPLICATION PROCEDURE:** All candidates are required to apply online at: [www.applitrack.com/dayton/onlineapp](http://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 Karyn Denslow, Principal, Kettering Fairmont High School - [karyn.denslow@ketteringschools.org](mailto:karyn.denslow@ketteringschools.org). The search will remain open until filled, but applicant screening will begin immediately.

**KETTERING BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER**