

# KETTERING CITY SCHOOL DISTRICT

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MINDY MCCARTY-STEWART  
Superintendent

KEN MILLER  
Asst. Superintendent of Human Capital

## **POSTING**

September 19, 2025

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

**POSITION:** SPECIAL EDUCATION PRESCHOOL PARAPROFESSIONAL

**LOCATION:** INDIAN RIFFLE ELEMENTARY 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 the intervention specialist in carrying out the routine policies and procedures of the classroom and building to which the para is assigned.
2. To adapt classroom activities, assignments, and/or materials under the direction of the teacher to support and reinforce 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.) to maintain a safe and positive learning environment.

### **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. Minimum of a valid Ohio Educational Aide Permit.
3. Must pass criminal background checks 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 possessing 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 Mark Weese, Principal, Indian Riffle Elementary School – [mark.weese@ketteringschools.org](mailto:mark.weese@ketteringschools.org). The search will remain open until filled, but applicant screening will begin immediately.

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