



## The Northeastern Local School District

*Preparing students for their NExt success!*

Superintendent Mr. Jack Fisher  
Treasurer Mr. Dale Miller  
Assistant Superintendent Mr. Shawn Blazer  
Director of Pupil Services Mr. Steve Linson

### Job Description

**Job Title:** Educational Aide - Online Instruction

**Classification:** Classified

**Salary Schedule:** Classified - Aide Schedule

**Schedule:** 5.75 Hours a day

**Reports To:** Building Principal

**Date:** Sept 2025

**Job Summary:** An Online Educational Aide provides support to students by assisting with the delivery of individualized instruction to students via digital platforms, managing online classroom behavior, and other educational duties. Key responsibilities: monitoring the online learning classroom, offering one-on-one or small-group tutoring, and communicating student progress to parents and teachers.

#### Job Qualifications:

1. High school diploma or equivalent.
3. Current and proper Ohio Licensure on file.
4. Technology skills - These skills include basic computer skills and the ability to work with Google Docs, Microsoft, SameGoal, etc.
5. Professionalism - Treats others with respect and consideration regardless of their status or position.
6. Attendance/Punctuality - Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

#### Key Responsibilities

- **Instructional Support:** Provide one-on-one or small-group tutoring to students in various subjects, including support for students with special needs, learning disabilities, or those needing extra help.
- **Classroom Management:** Monitor and manage student behavior during online lessons and activities, ensuring students stay on task and follow digital classroom rules.



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*Required Skills*

- **Digital Literacy:** Proficient use of online learning platforms, video conferencing tools, and other educational technology.
- **Communication Skills:** Ability to effectively communicate with teachers, students, and parents in a virtual environment.
- **Patience and Empathy:** Strong ability to work patiently with students, especially those who require additional support or have special learning needs.
- **Organization:** Skill in helping students manage their time and priorities when completing school work.
- **Collaboration:** Ability to work effectively with teachers and other educational professionals to support student learning goals.

**Terms of Employment:** 189 days (if full school year term)

This job description in no manner states or implies that these are the only suits and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

\_\_\_\_\_  
(Local Superintendent or designee)

\_\_\_\_\_  
(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)