

KETTERING CITY SCHOOL DISTRICT

**580 Lincoln Park Blvd. Ste. 105
KETTERING, OHIO 45429-2584**

Telephone: 937-499-1418
FAX: 937-499-1465

MINDY MCCARTY-STEWART
Superintendent

KEN MILLER
Asst. Superintendent of Human Capital

POSTING

November 6, 2025

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

POSITION: **SPECIAL EDUCATION PARAPROFESSIONAL**
Effective January 5, 2026

LOCATION: **ORCHARD PARK ELEMENTARY SCHOOL**

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

MAJOR RESPONSIBILITIES, Partial List:

1. To assist students identified with special needs on an individual basis and in small group with academics.
2. To maintain a safe environment, assisting with the implementation of classroom and school-wide systems of positive behavior support.
3. To work collaboratively with the special education teacher & regular classroom teacher.
4. To adapt to flexible schedule situations.
5. To assist teachers with required physical activity with students including walking, stooping, bending, and assisting students with activities of daily living.

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. 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, assisting students with activities of daily living (feeding & personal hygiene), 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. Current employees should apply as “INTERNAL” applicants, and all other candidates (including current Substitute Employees) should apply as “EXTERNAL” applicants. The contact person is Jodee Ball, Principal, - jodee.ball@ketteringschools.org. The search will remain open until filled, but applicant screening will begin immediately.

KETTERING BOARD OF EDUCATION IS AN EQUAL-OPPORTUNITY EMPLOYER