

KETTERING CITY SCHOOL DISTRICT

580 Lincoln Park Blvd. Ste. 105

KETTERING, OHIO 45429

Telephone: 937-499-1426

FAX: 937-499-1519

MINDY MCCARTY-STEWART
Superintendent

KEN MILLER
Asst. Superintendent of Human Capital

POSTING

November 14, 2025

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

POSITION: SCHOOL AIDE

LOCATION: ORCHARD PARK ELEMENTARY SCHOOL
Effective immediately

GENERAL INFORMATION: The person in this position will supervise students in the lunchroom and on the playground for **2.5 hours per day**.

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 – 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. Collaborative and problem-solving skills.

SALARY:

Per 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. 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