

**PLEASE POST**

**November 14, 2025**

**MAUMEE CITY SCHOOLS**  
**Notice of Operational Vacancy**

**POSITION AVAILABLE:** Paraeducator (9 months per year, 6.5 hours per day)

**INITIAL BUILDING ASSIGNMENT:** Fort Miami Elementary

**MINIMUM QUALIFICATIONS:**

1. Minimum age of 18 years with a high school diploma or equivalent
2. Valid driver's license
3. Possess or obtain an Ohio Educational Aide Permit before commencing employment.
4. Must meet at least one (1) of the following requirements:
  - a.) Have taken and passed the Para-Pro Assessment Test
  - b.) Completed at least 2 years of study at an institution of higher education
  - c.) Obtained an Associate's (or higher) Degree
5. Crisis Prevention Institute (CPI) training, preferred.
6. Previous experience working with children is desirable.
7. Ability to perform reading and writing tasks with students.
8. Ability to manage students with difficult behavior concerns.
9. Technology experience and a willingness to learn new technologies.
10. Possess basic clerical skills including alphabetizing, filing, record keeping, and typing.
11. Demonstrate the ability to work in cooperation with students, adults, and the general public.
12. Ability to function independently.
13. Good health, high moral character, and good attendance record.
14. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
15. Possess a tolerant and pleasant personality under sometimes demanding work situations.
16. Ability to follow and document procedures for students' support of school health plans.
17. Ability to lift up to 50 pounds and position a student using adapted seating and mechanical lift equipment.
18. Ability to meet students' needs, including diapering, mobility, positioning, and feeding.

**JOB DESCRIPTION:** See Attached (Paraeducator – Locator Index: 6.03)

**COMPENSATION:** Wages and fringe benefits based on the collective bargaining agreement.

**APPLICATION PROCEDURE:**

Complete the application process by following the Employment links on the Maumee City Schools website: [maumee.k12.oh.us](http://maumee.k12.oh.us). (Only electronic applications will be accepted.)

**Posting Deadline: 3:00 p.m. on Thursday, November 20, 2025**

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