



Employment Opportunity
Butler County Educational Service Center
December 4, 2018

POSITION: Educational Aide – Lakota Pre K

GENERAL DESCRIPTION: Provide assistance to teachers by working as an aide for children in the preschool classroom.

QUALIFICATIONS:

- High school diploma or equivalent
- Ability to work with students with behavior difficulties
- Ohio Educational Aide permit; or ability to obtain by having an associate's degree or higher; or 48 semester hours; or passing score on State Parapro Assessment
- Physically capable to do student transfers as necessary to maintain the care of students in the classrooms
- Training in Crisis Intervention preferred
- Such alternatives to the above qualifications as the Superintendent may find appropriate
- Must pass criminal background check, and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Ensure safety of students
- Teach and evaluate the students using sound instructional practices
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare materials as needed for student's instructional needs
- Maintain accurate, complete and correct records as required
- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Maintain respect at all times for confidential information, e.g., student grades, testing information, family information, IEP, student and staff information
- Interact in a positive manner with staff, students and parents
- Counsel with colleagues, students and parents
- Attend educational field trips if requested
- Maintain and improve professional competence
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Instruct assigned classes in the locations and at the times designated
- Assist in the preparation and presentation of classroom material to accommodate the limitation of the student, i.e., enlarge print size of worksheets for a student with visibility limitations

- Assist with the presentation of lessons and activities to small groups of students after appropriate teacher training
- Schedule appropriate "pullout" times for students with regular classroom teacher
- Plan and schedule activities to meet individual student needs and activities to support the grade level curriculum
- Supervise and monitor students in all school settings based on principal instructions
- Assist teachers in implementing behavior management plans necessary for the habilitation and education of MD students
- Participation in team approach for development of behavior management approaches to student behavior
- Attempt to meet the goals and objectives of the instructional program as defined in the IEP which has been approved by the IEP team
- Notify teacher if student is not meeting classroom goals
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Support students with severe behavior problems
- Implement programs to modify student behavior
- Document all incidents of physical restraint and inappropriate behavior
- Implement strategies to accomplish individualized program goals
- Report the accomplishments of students on a regular basis
- Identify and address inappropriate behavior traits
- Work with other teacher assistants to plan and develop new concepts to improve student behaviors
- Responsible for teaching students all academic subject areas as well as good behavior techniques and strategies
- Utilize a wide variety of instructional aids, including technology, to teach reading and math objectives
- Maintain accurate attendance records
- Keep accurate records of student progress and report them to supervisor
- Knowledge and training in restraint methods of students who are potentially dangerous to themselves or others
- Discipline students when necessary
- Assist in necessary physical care for maintenance of health and welfare of students
- Assist students during lunchtime
- Assist students with toiletry needs as necessary
- Write for the student
- Assist student who are physically limited
- Escort students during school
- Assist in maintaining cleanliness and appearance of the classroom
- Assist in special classes, e.g., physical education, art and music if required

- Work with other staff in team approaches to decision making
- Plan and discuss instructional strategies for each student
- Assist in completion of necessary documentation and paperwork for charting behavior and academic progress
- Promote good public relations by personal appearance, attitude, and conversation
- Attend work regularly and punctually
- Demonstrate a positive work ethic
- Work cooperatively with others in small groups
- Actively participate in professional in-service to improve program each year

OTHER DUTIES AND FUNCTIONS:

- Serve as a role model for student in how to conduct themselves as citizens and as responsible, intelligent human beings
- Instill in students the belief in and practice of ethical principles and democratic values
- Respond to routine questions and requests in an appropriate manner
- Establish and maintain cooperative professional relationships
- Perform bus duty, lunch duty and playground duty, as requested
- Communicate the needs of the needs of the student to the proper authority
- Make contacts with the public with tact and diplomacy
- Attend training sessions as determined by local policies and procedures
- Attend professional growth seminars, workshops, etc., to keep current on relevant issues
- At the request of the supervisor, attend parent conferences, or team meetings with staff
- Counsel, advise, encourage and motivate students
- Interact with other departments and school personnel when necessary
- Interact with Superintendent and/or Governing Board and present information as requested
- Duplicate classroom materials
- Perform other duties as assigned by the supervisor

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of: Academic area and teaching methodology; child development and an understanding of age appropriate tasks; special education state and federal guidelines; behavior modification;
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- Skill in: Basic first-aid training; organization and behavioral management; conflict resolution; various counseling techniques
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- Ability to: work effectively with others; communicate ideas and directives clearly and effectively both orally and in writing; effective, active listening skills; organizational and problem solving skills; interpret data
- Overhead projector, Computer, Copy machine, Laminator, Printer, Calculator, Typewriter, Tape recorder, Ellis Machine, Language Master, Telephone, Paper cutter, TV/VCR, Hydraulic lift, Wheelchairs

ADDITIONAL WORKING CONDITIONS:

- Occasional: Interaction among unruly children; exposure to blood, bodily fluids and tissue; requirement to travel; repetitive hand motion, e.g., computer keyboard, typing, calculator, writing; operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled days, except calamity days
- Regular : Requirement to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop; lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds

TERMS OF EMPLOYMENT:

- Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

- Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.
- This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

STARTING DATE: Immediately

SALARY: \$11.91 - \$14.51 based upon education and experience

BENEFITS: Excellent benefits for all full time employees

WORK YEAR: Full Time - 184 days

DEADLINE: Until filled

APPLY TO: Apply by clicking here: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.