



Employment Opportunity
Butler County Educational Service Center
October 3, 2018

POSITION: Educational Aide –Union Day School

GENERAL DESCRIPTION: To serve as an Educational Assistant in the Union Day Therapeutic classes by assisting the classroom teacher in delivering academic and behavioral instruction in a manner that is compatible with students' individual learning needs.

QUALIFICATIONS:

- High school diploma or equivalent; with either an Educational Aide permit or the ability to obtain.
- Hold an education aide permit with 'ESEA' designation from Ohio Department of Education or ability to obtain; permit requires one of the following per Administrative Code: 3301-24-05(I):
 - Complete the examination for paraprofessionals prescribed by the state board of education; or
 - An associate degree (or higher) from an accredited institution of higher education; or
 - At least two years of study at an accredited institution of higher learning (defined as 48 semester hours or 72 quarter hours).
- Previous experience working with school age children preferred.
- Willingness and ability to work as a team member.
- Interest in working with children with disabilities.
- Demonstrated ability to communicate effectively with staff, students, and community.
- Physically fit with ability to perform restraints when needed.
- Good organizational skills and detail oriented.
- Ability to communicate effectively with staff, students, parents, and program administrators.
- History of good job attendance.
- Must pass criminal background checks and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- To work collaboratively with classroom teacher to deliver instruction and manage behavior.
- To participate in activities related to IEP's including data collection.
- To assist students in working toward achieving educational and behavioral goals.
- To participate in daily conferences, planning and evaluations as appropriate.
- To comply with state and federal regulations that pertain to the position (e.g. OSHA).
- To report the presence of unauthorized or atypical visitors.
- To confer with supervisors regarding progress, concerns and recommendations.
- To maintain records and files as required.
- To administer medications as required and attend required trainings.
- To plan and organize own work to meet priorities.
- To meet deadlines (daily, weekly, monthly, quarterly, yearly).
- To maintain confidentiality.
- To be willing to and physically able to deescalate and restrain students as necessary.
- To be willing to be trained in de-escalation and restraint training and implement the techniques when necessary.
- To continuously update and improve professional competence with children that have disabilities and mental health needs.

- To be willing to perform consistently as a team member.
To perform other duties consistent with the position as assigned

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.
- Be aware that his or her own physical and verbal behavior impacts the client population either positively or negatively and act accordingly.
- Maintain professional relationships with all other BCESC and treatment program personnel, home school personnel, and all other stakeholder group members.
- Follow the written policies and procedures of the BCESC and the treatment program.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, current technology, and public relations.

Ability to: Implement policies and procedures, implement restraints and de-escalation techniques in a safe manner, follow instructions, communicate effectively, maintain files and reports, collect data; build trust; lift moderate amounts of weight; bend, sit, stoop; and transport self to worksite.

EQUIPMENT OPERATED:

Computer and instructional and office equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to construction hazards, dust, electrical hazards, fumes, loud noise, traffic.

Periodic: Exposure to blood, bodily fluids and tissue, inclement weather driving conditions and severe weather.

Frequent: Exposure to unruly children/adults; travels to and gains access to workplace.

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.

STARTING DATE: Immediately
SALARY: \$23,042 - \$26,890 based upon education and experience
BENEFITS: Excellent benefits for all full time employees
WORK YEAR: Full Time – 190 days
DEADLINE: Until position has been 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.