



Employment Opportunity  
Butler County Educational Service Center  
March 10, 2020

POSITION: Instructional Assistant

DESCRIPTION:

Serve as an Instructional Assistant in the Special Education Preschool classes operated by the ESC. The Instructional Assistant will contribute to the safe and effective classroom operation. They will follow all safety related practices and provide active supervision of students. They will assist in planning, directing and implementing the curriculum and help maintain records to document compliance with program rules and standards.

QUALIFICATIONS:

- High school diploma or equivalent.
- 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(1):
  - 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).
- A.A. in Early Childhood, or coursework in Early Childhood Education or Child Development preferred.
- Previous experience working with preschool children preferred.
- Willingness and ability to work as a team member.
- Interest in working with children with disabilities.
- Good organizational skills.
- 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 provide active supervision of students and follow all health and safety practices.
- To assist the teachers in classroom activities with preschool children.
- To participate in activities related to IEP's upon request.
- 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 plan and organize own work to meet priorities.
- To meet deadlines (daily, weekly, monthly, quarterly, yearly).
- To maintain confidentiality.
- To continuously update and improve professional competence with preschool children.

- 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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

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

Ability to: Implement policies and procedures, 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 blood, bodily fluids and tissue, , loud noise, traffic.

Periodic: Exposure to 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:** August 2020  
**SALARY:** \$12.91 - \$15.51 per hour based upon education and experience  
**BENEFITS:** Excellent benefits for all full time employees  
**WORK YEAR:** Full Time – 180 days  
**DEADLINE:** until filled  
**APPLY TO:** Apply by clicking: [Application](#)

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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 Laura Theiss by the deadline.