

# PERRY LOCAL SCHOOLS

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## NOTICE OF POSITIONS WHICH ARE OPEN

### *INTERNAL AND EXTERNAL*

CLASSIFICATION	LOCATION	REPORT TO	START DATE
Special Education Aide (2 positions available) (# of days per Southgate Calendar; 6 hours/day)	1:1 (Southgate)	Southgate Directors & Director of Pupil Services	Immediately
Special Education Aide (5 hours per day)	Transportation & Preschool	Principal & Director of Pupil Services	Immediately

**Minimum Qualifications:**

- Meets HQT aide/paraprofessional requirements and other Ohio Department of Education license/permit as determined at the time of appointment.
  - Meets mandated federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
  - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
  - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
  - Maintains a record free of criminal violations that would prohibit public school employment.
  - Nonviolent Crisis Intervention (CPI) or similar training may be required for some assignments.
- Physical Demands:** Duties may require providing physical assistance to students; preschool may require lifting more than 30 pounds.

NOTE: Successful completion of annual continuing education/on-line training is required. Blood-borne pathogen/communicable disease, child abuse/neglect, CPR and/or first aid/injury prevention training may be required as a condition of employment. Some positions require specialized skills using communication boards, sign language, finger spelling, etc.

**Essential Functions:**

- 1. Arrives prepared to start working on time. Follows established sign in/out procedures. Complies with program and/or building work hours/schedules.**
- Assists in maintaining student safety.
  - Performs instructional support services as a collaborative member of the educational team.
  - Prepares/distributes classroom materials. Prepares program equipment for use (e.g., computers, media resources, etc.). Keeps program areas orderly. Cleans/maintains equipment as directed.
  - Assists with classroom records and data collection. Verifies the accuracy of data as directed.
  - Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed.
  - Assists individuals and small student groups with remedial or enrichment activities.
  - Reinforces instructional objectives introduced by the teacher/intervention specialist.
  - Supports an inclusive educational environment. Helps students assimilate into the school environment. Helps implement classroom accommodations as directed by the teacher.
  - Works with program staff to identify student assistance strategies most likely to be effective.
  - Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, use of instructional/media resources, etc.).
  - Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
  - Attends to student concerns discreetly when assistance is requested.
  - Assists students with standard hygiene/sanitation procedures.
  - Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).
- One-on-One duties as assigned:**
- Provides individualized student assistance as outlined in the IEP.
  - Helps assigned student navigate the school environment. Escorts student to therapy appointments and program locations (e.g., computer lab, cafeteria, LRC, recreational areas, etc.).

- Helps facilitate the implementation of behavior intervention and social skills training activities.
- Follows standard hygiene/sanitation procedures to help assigned students with health, safety and personal care (e.g., catheterization, feeding, changing clothing, diapering, toileting, etc.).
- **2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- **3. Maintains open/effective communications. Serves as a reliable information resource.**
- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- **4. Pursues opportunities to enhance personal performance.**
- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.
- **5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.
- **6. Performs other specific job-related duties as directed.**
- Helps implement workplace initiatives that advance organizational goals.

**WHEN APPLYING FOR THIS POSITION, PLEASE SELECT SPECIFIC AIDE POSITION(S) ONLY. SUBS AND NON-EMPLOYEES DO NOT APPLY FOR THIS JOB VIA THE EMAIL BELOW.**

**Internal Applicants:**

[CLICK HERE TO SUBMIT A RESPONSE TO BE CONSIDERED FOR THIS POSITION](#)

**External Applicants:**

Apply online at <https://www.applitrack.com/perrylocal/onlineapp/>

**DATE OF NOTICE: August 27, 2018**  
**FILING DEADLINE: September 3, 2018**