

NOTICE OF VACANCY
2023-2024

Warren Local School District
220 Sweetapple Road, Vincent, OH 45784

Vacancy: Aide – Student Support
A-I Classification
High School

Contact: Vicki Lowe, Superintendent’s Secretary
740-678-2366 ext. 3801
vicki.lowe@warrenlocal.org

Description of Duties: See attached Job Description
193 Contract Days
Six and one half (6.5) hours daily

Salary Range: Per OAPSE/WLSD Negotiated Contract

BID NOTICE PROCEDURES: Complete for number IX-VA-76 “Vacancy Application” and file with Vicki Lowe.

It is the policy of the Warren Local School District that educational activities, employment, programs, and services are offered without regard to race, color, religion, sex, national origin or ancestry, age status or handicap.



Superintendent

9/15/23

Date

Job Description

Warren Local School District

Position:	Aide, Student Support
Reports To:	Building Principal, Director of Special Programs, Classroom Teacher (Relationship)
FLSA Status:	Non - Exempted
Classification:	Aide
Employment Status:	A-I
Salary Schedule:	193 Contract Days
Job Goal:	To assist the teacher in the accomplishment of educational and operational goals of the classroom for all students. To assist and support the Intervention Specialist and/or regular education teacher with the educational and instructional activities of a student to the degree necessary to accomplish the goals and objectives of the Individualized Education Program (IEP).
Evaluation:	Job performance is evaluated following policy provisions adopted by the Warren Local School District Board of Education.

Qualifications

1. High school graduate or equivalent (GED) preferred.
2. A valid Ohio Educational Aide certificate and one of the following: Paraprofessional Test or Associates Degree.
3. Have ability to relate to and work with students with disabilities, staff, administration, parents, and the community.
4. Physically capable of appropriately lifting and managing students with disabilities when necessary.
5. Dependable and flexible in assisting students.
6. All qualifications required by a student's IEP for his or her assistance.
7. All other qualifications as approved by the Board of Education and in accordance with the law.

Performance Responsibilities

1. Provide specific assistance or duties required by a student's IEP.
2. Provide assistance with the instructional process.
3. Follow directions given by the teacher, building and district administrators.
4. Assist in observing, recording, and charting behaviors.
5. Assist with crisis problems and behavior management.
6. Prepare classroom environment and materials related to IEP's (modifications/accommodations).
7. Assist students with physical needs.
8. Participate in planned in-service and continuing education in order to perform duties and renew certification.

9. Provide information requested by the teacher or administration in regard to a student or programs of which the classroom support staff may have knowledge.
10. Understand the necessity of confidentiality as well as being confidential.
11. Provide medical and bodily function assistance as described by a student's disability.
12. Rotate and/or change the student or duties in which you assist with, when there is an educational need, the student is absent, or other like/needed circumstances.
13. Provide support to the classroom or building as needed for the monitoring of students, the educational assistance of students, or other duties as assigned.
14. Follow classroom, building, and district processes and policies.
15. Any other duties deemed necessary and appropriate.

The job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the superintendent.

Principal/Supervisor

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the contents of my job description.

Signature

Date

Board Approved: June 26, 2014

Revised: _____

pc: Personnel File