



**Licking Valley Local School District
1379 Licking Valley Road NE
Newark, OH 43055**

Job Posting: 2025-2026 School Year
Position: Substitute Paraprofessional, K-12
Reports to: Building Principal
Primary Contact: Building Principal
Email: schmitzt@laca.org
Starting Date: Immediate
Application Deadline: Ongoing

General Description: The Substitute Paraprofessional's major role is to assist the teacher in the delivery of effective educational experiences to students.

1. Demonstrates a sincere desire to aid all students.
2. Shall meet appropriate certification/licensing requirements as governed by Ohio law for paraprofessionals.
3. Shall meet requirements of law and be governed by Ohio Law.
4. Good health, moral character, attendance and work experience.
5. Physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. While performing the duties of this job, the employee is regularly required to sit, use hands to handle, kneel, crouch, or crawl; lift up to 50 lbs.
6. Valid driver's license.
7. Shall meet requirements for employment governed by federal and state laws i.e., BCI check (FBI check, *if individual has not lived in Ohio for more than 5 years*), if required.
8. Expectations include ability to read, analyze, and interpret; to write reports, correspondence; and effectively present information in one-on-one and small group situations, clients, customers and the general public.
9. Expectations also include ability to define problems, collect data, establish fact, and draw valid conclusions.
10. Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule formats.

Essential Functions:

1. Assists in supervision of students within and outside the center, to and from the classroom and/or on field trips (i.e. getting on and off school busses, within school buildings, on playground, and other areas as needed)
2. Assist in the preparation, delivery and clean-up of meals, drinks and snacks.
3. Maintains confidentiality of student, parent and/or staff information
4. Clean, perform minor repair and disinfect classroom surfaces, educational materials, equipment and supplies.
5. Assist in toileting needs of students (i.e. toileting, diapering, handwashing, toilet training).
6. Assist in providing educational experiences/activities as directed by the teacher.
7. Assists in implementation of social-behavior programs.
8. Assist in management of the classroom as led by classroom teacher.
9. Perform a variety of clerical duties as requested by the teacher.
10. Compiles and maintains inventory records.
11. Responds to students in a kind, fair, and interested manner.
12. Administers daily health scan of each student and first aid services as needed to students.
13. Aids students with getting in and out of apparel and footwear.
14. Shall perform such other duties as the governing board may assign/determine.

The position is effective for the 2025-2026 school year. Interested candidates should e-mail a letter of interest and resume to Tiffany Schmitz at schmitzt@laca.org.