



# Hopewell-Loudon Local School

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May 18, 2026

## **Position Vacancy Announcement**

**Position:** Aide, 2026/27 School Year

**Deadline:** As soon as possible, until filled

**Contact:** Mrs. Alicia Swartzmiller EMIS/Transportation Coordinator  
Hopewell-Loudon Local Schools  
PO Box 400  
Bascom, OH 44809  
Email: [aswartzmiller@hlschool.net](mailto:aswartzmiller@hlschool.net)

### **Additional Information**

Hopewell-Loudon Local Schools, located in Seneca County between Tiffin and Fostoria, is currently accepting applications for the position of Educational Aide for the 2020-2021 school year. Experience in an educational environment is preferred. Applicants are expected to hold appropriate paraprofessional licensure.

Interested persons should submit a resumé, letter of interest and a completed application. [aswartzmiller@hlschool.net](mailto:aswartzmiller@hlschool.net) Applications are available online at [H-L Application](#)

**Reports to:** Building Principal

**Employment Status:** Regular/Part-time

**FLSA Status:** Non-Exempt

181 North County Road 7  
Box 400  
Bascom, OH 44809

**Description:** Assist teachers or front office staff with classroom and office duties; assist teacher in providing additional assistance in the required subject and/or monitor students at lunch, recess and study hall

**Essential Functions:**

- Ensure safety of students
- Effectively manage the classroom and student behavior to maintain an effective learning environment for all
- Assist the administration in implementing all procedures and rules governing student conduct
- Refer attendance, health, psychological and emotional problems to principal/guidance counselor
- Work with students both individually and in small groups
- Assist students with classwork
- Assist students with make-up work if absent
- Promote good social relationships between students
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student records; free/reduced lunch forms; student test scores
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Observe ethics of the teaching profession; exhibit professional behavior, emotional stability, and sound judgement as described by the Code of Professional Conduct for Ohio Educators and the Hopewell-Loudon Code of Excellence

**Other Duties and Responsibilities:**

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
  - By example, instill in students the belief in and practice of ethical principles and democratic values
  - Assist in the school office as needed
  - Assist with special school projects
  - Administer first aid to children as necessary
  - Supervise general housekeeping duties
  - Respond to routine questions and requests in an appropriate manner
  - Perform other duties as assigned by the building administration
  - Remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment with the District
  - Must complete mandatory Public School Works training annually
- May be asked to assist with toileting  
May be exposed to aggressive behaviors

**Qualifications:**

- Less than one year related experience
- High school diploma or general education degree (GED)
- Must possess an up-to-date educational aide permit or ESEA Qualified Endorsement as applicab

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic computer skills and excellent keyboarding skills
- Ability to be flexible and adaptable to changing situations
- Student management skills

**Equipment Operated:**

- Computer
- Copy machine
- Printer
- Telephone
- Fax machine

**Additional Working Conditions:**

- Exposure to blood, bodily fluids and tissue
- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled workdays, except calamity days
- Interaction among unruly children
- Requirement to travel
- Evening/weekend/summer work
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional carrying/lifting paper and other classroom supplies up to a maximum of 50 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.