CLASSIFIED JOB POSTING

TO: All Classified Staff
FROM: Ashli Reineck, Principal
DATE: November 20, 2026
RE: Paraprofessional Vacancy-2026-27 School Year

POSTING DATE: November 20, 2026

POSTING PERIOD: November 20, 2026 to December 1, 2026 or until filled

POSITION: Paraprofessional --Elementary School

INFORMATION: Rate of Pay $18.54 - $25.07 per hour
7 hours per day- 101 days

START DATE: January 4, 2027

APPLICATION TO: Ashli Reineck, Principal
Bellevue Elementary School
1150 Castalia St.
Bellevue, OH 44811
ashli.reineck@bellevueschools.org

REQUIREMENTS AND QUALIFICATIONS:

1. Able to assist and supervise individual or small groups of students
2. Function as a personal-care provider for an individual student
3. Provide personal-care activities as assigned
4. Maintain close communication with classroom teacher and building administrator as to individual student needs
5. Able to lift a minimum of 25 pounds
7. Meet requirements for highly qualified paraprofessional certification

ADDITIONAL QUALIFICATIONS/INFORMATION: (Applicant must adhere to)

* Bellevue City School District Board policy and OAPSE negotiated agreement
* Must obtain Teacher Aide certification
* Salary per district negotiated salary schedule as per OAPSE contract
* Vacancy shall be filled as determined by the Superintendent's judgment of applicant qualifications
* The Board reserves the right to determine whether or not to fill the vacancy.
* Interviews will be conducted by the Principal or as determined by the Superintendent
* No applicant will be considered without the following items submitted:

1. Written letter of application specifying why position is desired
2. Classified Application and/or detailed resume
3. Other information pertinent to job vacancy

The Bellevue City School District does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its education programs, activities, and employment practices.

cc: District
Website
Social Media

BELLEVUE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PARAPROFESSIONAL/SPECIAL EDUCATION AIDE** **File 504**

Reports to: Principal

Job Objective: Provides duties aligned with IEP goals that help students benefit from the educational program.

Minimum Qualifications:

- Valid state department of education license/permit as determined at the time of appointment.
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Behavioral management skills substantiated by training/work experience. Duties may require agility, physical strength, and stamina to address the needs of students with problem behavior and/or students requiring physical assistance (e.g., mobility, transferring, positioning, etc.).
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
- Demonstrates the ability to use technology equipment/systems associated with job functions.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits consistent, impartial and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets mandated health screening requirements following a conditional offer of employment.

NOTE: Position requires successful completion of blood-borne pathogen/communicable disease training as a condition of employment. Child abuse/neglect, CPR, and/or first aid training may also be required.

Essential Functions:

1. Performs non-teaching classroom and student support services under the direct supervision of an assigned teacher. Enables/enhances student educational experiences.

- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- Performs student support services that may include assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc.
- Acquires basic communication skills that support student needs (e.g., communication boards, sign language, finger spelling, etc.).
- Helps individuals or small groups of students with remedial or enrichment activities. Reinforces instructional objectives introduced by the teacher.
- Helps incorporate IEP activities into classroom activities as directed.
- Encourages student creativity using music, art and play activities.
- Prepares/distributes program materials. Sets up classroom equipment for use (e.g., computers, media resources, etc.). Keeps program areas orderly. Cleans/maintains equipment as directed.
- Assists with classroom records (e.g. attendance, etc.). Verifies the accuracy of data as directed.
- Attends to student concerns discreetly when assistance is requested.
- Supports an inclusive educational environment. Helps students with disabilities participate in learning activities as directed.
- Assists with student mobility needs. Helps students use assistive and/or augmentative devices.
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Assists students with personal care (e.g., catheterization, changing clothing, diapering, toileting, etc.) as trained by a health care professional. Follows standard hygiene/sanitation procedures.
- Prepares snacks. Helps students with hand washing routines.
- Actively participates in programmed recreational activities as directed.
- Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).
- Monitors ill students until a parent/guardian arrives.
- Works with the classroom teacher to address student behavior problems.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.

- Strives to develop rapport and serve as a positive role model for others.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Attends training/in-service programs as directed.
- Keeps current with professional advances associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps supervisors manage/eliminate risks.

- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing strenuous or repetitive manual tasks for extended periods of time.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.

The Bellevue City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.
Revised: March, 2012/2026