

POSTING

LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office

TO: All
FROM: Human Resources
DATE: July 1, 2024

We are currently accepting applications for **Substitute Instructional Aide** for the 2024 - 2025 school year for the Lakota School District.

These positions vary in hours on an as needed basis and could potentially lead to part time or full time regular employment. All positions as a Substitute Instructional Aide pay \$17.22 per hour.

Minimum Requirements:

- High School Diploma or GED equivalent.
- Instructional Aide Permit for the 2024 – 2025 School Year and valid in the Lakota School District from the Ohio Department of Education.

See attached job description for further information.

Interested candidates should complete an online application at www.lakotaonline.com through the Butler County Area Application Consortium. Please include education and references and submit the completed application through that system. Lakota will review applicants and will contact potential candidates for interviews.

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

LAKOTA LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Position: Substitute Instructional Aide

Department: District wide

Reports to: Building Principal or Supervisor

Hours: 3 to 7 hours per day, 5 days per week as needed

Contract: As Needed

SUMMARY:

Enables all Lakota students to achieve their fullest potential.

MINIMUM EDUCATION:

High School Diploma or GED required. Must apply for and maintain a current Educational Aide Permit from the Ohio Department of Education.

JOB RESPONSIBILITIES:

- Assisting students in classroom instruction as directed in either regular classroom or resource room or other instructional area.
- Operating copy machines—copying, making booklets, book copies, packets, folding and stapling.
- Cutting, coloring, hole punching, laminating and/or assembling materials for classroom use.
- Assisting student with lunch activities, i.e. opening containers, wiping hands, wiping face, cleaning up table area, etc.
- Assisting students in cooking tasks/clean-up.
- Assisting students with self-care, personal hygiene and appearance.
- Assisting students with toileting needs and toilet training.
- Assisting students in various classrooms with core subjects, music programs, art class, gym, computer lab and science lab.
- Accompanying/escorting students to various locations (office, restroom, clinic, lunchroom, lunch line, classrooms.
- Working cooperatively with classroom teacher i.e. handing out and collecting papers, taking attendance, etc.
- Providing one-on-one student instruction by clarifying directions, giving verbal instruction and re-teaching material.
- Supporting/reinforcing/assisting student with work, i.e. using additional materials, hand-over-hand instruction, and role-playing of social skills.
- All other duties as assigned.

EMPLOYMENT REQUIREMENTS:

- Work performed in a school/office environment.
- Ability to lift up to 50 lbs. on a routine and ongoing basis.
- Bending, Lifting, Twisting and repetitive motion required.
- Ability to utilize automated office equipment.