



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

**Job Posting:** 2023-2024 School Year  
**Position:** Paraprofessional – Educational Aide – HS MD Unit  
**Reports to:** Building Principal  
**Primary Contact:** Building Principal  
**Email:** schmitzt@lickingvalley.k12.oh.us  
**Starting Date:** October 2023  
**Application Deadline:** October 6, 2023

General Description: The Educational Aide'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 teacher aide.
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., BCII 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 with students, colleagues and the general public.
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 classroom, 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 toilet training and with the 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 wearing apparel and footwear
14. Shall perform such other duties as the governing board may assign/determine.

**The position is effective for the 2023-2024 school year. Interested candidates should e-mail a letter of interest and resume to Tiffany Schmitz at [schmitzt@lickingvalley.k12.oh.us](mailto:schmitzt@lickingvalley.k12.oh.us).**