



Instructional Aide for Students with Disabilities

STARTING DATE: Remainder of 2015 – 2016 School Year

REPORTS TO: Supervisor of Special Education Services

WORKING HOURS: Monday - Friday, 8:00 a.m. to 3:00 p.m., may vary according to need

SALARY RANGE: Appropriate step on salary schedule - Commensurate with experience and education

QUALIFICATIONS:

- High School Diploma
- Associate degree or higher is preferred
- Three years successful work experience
- Demonstrated experience of working with people with disabilities preferred
- Proficient with technology
- Ability to collaborate with Career Tech general and special education colleagues
- Ability and willingness to support every student with learning needs
- High interest in working with people
- CDL / Van Certification within 6 months of hiring
- Effective organizational and time management skills
- Demonstrated problem solving abilities, ability to communicate clearly and prioritize multiple tasks
- Proof of meeting all mandated health requirements
- Documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Conduct activities with individuals and small groups
- Help students to take full advantage of each learning environment
- Assist with student mobility needs. Help students use assistive technology
- Participate in daily and long-range planning
- Provide supervision for students in the community
- Prepare classroom materials and assist with developing activities
- Assist with classroom management
- Alert the teacher to special needs of individual students
- Assist with clerical work, projects and programs, special events and fieldtrips
- Maintain confidentiality with regard to student performance and records
- Must meet driving requirements to transport students to and from community based instructional sites
- Assist in preparing class displays and bulletin boards
- Assist in caring for and securing classroom equipment and supplies
- Obtain an Educational Aide Certificate
- Work under the guidelines of Penta's Mission Statement and goals
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment
- Assume any other responsibilities as assigned by the Board of Education, Career and Technical Supervisor, Director, or their designee

DEADLINE: Posted until filled. Submit letter of interest, application and résumé.

APPLY TO: Board of Education Office
Penta Career Center
9301 Buck Road
Perrysburg, OH 43551