



Instructional Aide

STARTING DATE: 2015 - 2016 School Year

REPORTS TO: Supervisor of Student Affairs

WORK YEAR: School Year employee

SALARY RANGE: Per Instructional Aide Hourly Salary Schedule

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School Diploma or equivalent
- Associate degree or higher is preferred
- Minimum three years successful work experience
- Experience working with students preferred
- Valid Ohio Instructional Aide certificate or ability to obtain
- High interest in working with people of all skill levels
- Ability to monitor high school students in a structured environment
- Highly motivated self-starter with a demonstrated ability to work with students having a variety of needs and abilities in a team environment
- Proficiency with technology
- Effective organizational and time management skills
- Excellent oral and written communications skills
- Demonstrated problem solving abilities, ability to communicate clearly and prioritize multiple tasks
- Documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Enforce and maintain proper classroom rules for discipline and management
- Work collaboratively and effectively with staff, students, parents
- Maintain a classroom environment conducive to effective learning within the limits of the resources provided by the district
- Assist with clerical work and maintain complete and accurate records
- Assist in caring for and securing classroom equipment and supplies
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Work under the guidelines of Penta's Mission Statement and goals
- Attend district and state professional development events
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Career Technical Director, Supervisor, or their designee(s)

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

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