



Yellow Springs School District

The Yellow Springs School District is accepting applications for the anticipated opening of the following position for the remaining 2019-2020 school year:

Half-time Special Education Aide/Paraprofessional

Job Description

Description: Performs a range of duties from assisting, supporting, and working closely with teachers, administrators and other staff in the classroom to supervising students outside of the classroom, and providing quality instructional supports to improve student achievement.

Evaluator: Student Services & Operations Director

Building: Mills Lawn Elementary

DUTIES/RESPONSIBILITIES:

1. Assist assigned teacher(s) in the delivery of instruction or supervision to assigned student(s)
2. Perform duties as indicated on the Individual Education Program (IEP)
3. Some duties may include physical lifting of students for toileting and/or transfers with appropriate training
4. Perform clerical work and room care, as assigned
5. Perform assigned supervisory duties i.e., lunchroom, recess, study hall, bus aide
6. Participate in building-wide staff development
7. Attend IEP meeting if specifically requested by Special Education Coordinator
8. Accommodate students per their IEP in general education classroom
9. Make modifications as directed by Intervention Specialist
10. Maintain confidentiality on/for all students
11. Maintain charting/documentation on specific students as directed
12. Updated CPR & First Aid training required every two years
13. Monitoring students with high medical needs
14. Other building duties, as directed

QUALIFICATIONS:

- Educational Aide Permit required
- Associate's Degree *or* examination for paraprofessionals prescribed by the State Board of Education (ParaPro) required to obtain Education Aide Permit
- BCI & FBI background check

APPLICATION REQUIREMENTS:

- A letter of interest
- A complete resume or curriculum vita that includes contact information, desired position, Educational Aide Permit, and relevant work experience.
- Contact information for three references. Reference contacts should include current and former supervisors.
- [Classified Application](#)
- A scanned copy of current transcripts

HOURS:

- 3.5-hours per day

EMPLOYMENT TERMS:

- Aide – Classification III/ 9 months

SALARY RANGE:

- Commensurate with experience

Email application to jobs@ysschools.org

Application Deadline: Friday, Jan. 3, 2020
Beginning Date: Monday, Jan. 10, 2020

**revised December 17, 2019*

The Board reserves all legal rights relating to vacancies, including the right to fill by voluntary/involuntary transfer or newly-hired personnel, in accordance with negotiated procedures, and the right not to fill a posted vacancy.

Employment opportunities are offered without regard to age, race, color, religion, ancestry, national origin, citizenship status, gender, handicap, or status as a Vietnam era or special disabled veteran. Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Yellow Springs Board of Education at the above address.

AN EQUAL OPPORTUNITY EMPLOYER