

KETTERING CITY SCHOOL DISTRICT

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MINDY MCCARTY-STEWART
Superintendent

KEN M. MILLER
Asst. Superintendent of Human Capital

POSTING

March 21, 2025

TO: All Kettering City School District locations and outside locations as designated by the Assistant Superintendent of Human Capital.

POSITION: SPECIAL EDUCATION PARAPROFESSIONAL

LOCATION: VAN BUREN MIDDLE SCHOOL

Effective 2025-2026 School Year

GENERAL INFORMATION: This position will be 7 hours per day. The primary responsibility will be to provide support and assistance to middle school students identified with special needs.

MAJOR RESPONSIBILITIES, Partial List:

1. To assist the intervention specialist in carrying out the routine policies and procedures of the classroom and building to which the aide is assigned.
2. To adapt classroom activities, assignments, and/or materials under the direction of the teacher for the purpose of supporting and reinforcing classroom instructional and behavioral skills.
3. To assist teachers with required physical activity, including walking, stooping, bending, assisting students with positive behavior strategies and assisting students, as needed, with activities of daily living, which include feeding and personal hygiene.
4. To assist teachers with monitoring students during assigned periods within a variety of school environments (ex. lunch, on/off bus, restroom, field trips, assemblies, specials, etc.) for the purpose of maintaining a safe and positive learning environment.

QUALIFICATIONS, Partial List:

1. *Applicants must be Highly Qualified – Possess a 2-year Associates Degree or 2 years of college credits (48 semester or 72 quarter hrs.) or passage of state paraprofessional standards exam (PARAPRO Test).*
2. Valid Ohio educational aide permit.
3. Must pass criminal background check and pre-employment drug screening.
4. Must have competencies required to satisfactorily perform the functions of the job, including adapting to changing work priorities, communicating effectively with students, parents, and teachers, maintaining confidentiality, working as part of a team, and possessing problem-solving skills.

SALARY: According to approved salary schedule. **THIS IS A SPREAD PAY POSITION**

APPLICATION PROCEDURE: All candidates are required to apply online at: www.applitrack.com/dayton/onlineapp. Current employees should apply as “INTERNAL” applicants and all other candidates (including current Substitute Employees) should apply as “EXTERNAL” applicants. The contact person is Natalie Snell, Principal, Van Buren Middle School natalie.snell@ketteringschools.org. The search will remain open until filled, but applicant screening will begin immediately.

KETTERING BOARD OF EDUCATION IS AN EQUAL-OPPORTUNITY EMPLOYER