

# Monroeville Local Schools - Job Vacancy

## Educational Aide

### August 27, 2020

#### Job Summary

Monroeville Local Schools are currently seeking a full-time qualified educational aid. In this position, the aide will help assist and give support for the effective and efficient operation of the classroom and the to the teacher in the learning-teaching process as well as other administrative duties as assigned by administration.

#### Teaching Assistant Duties and Responsibilities

- Aid students with tasks given to them, reading to students and/or conduct activities to assist with remediation
- Assist students with moving about the classroom and building
- Assist with classroom management and encouraging positive behavior; Follow and enforce school rules
- Able to communicate and discuss assigned duties with teachers and effectively coordinate instructional efforts
- Organize and prepare materials such as lesson materials, bulletin boards, exhibits, equipment, etc.
- Oversee students in classrooms, other areas on campus (ie. study hall, lunch room, bus, etc) and field trips
- Observe and record student performance as requested to assess progress in classroom assessments
- Assist with first aid service for students
- Perform clerical work such as typing, filing, and copying materials; organize classroom and materials

#### Other Duties and Responsibilities/Working Conditions

- Serves as a positive role model for all students on and off of the Monroeville Schools grounds
- Monitors lunch room, playground, study hall, special needs bus riders, etc
- Assist the teacher in planning and implementing activities with children
- Establish and maintain effective, working relationships with children, parents, and staff
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Possible need to lift items weighing 30lbs or less (books, classroom items)
- Ability to move freely about one of our buildings or travel to a neighboring building; climb stairs repeatedly throughout the day; be on your feet for a long period of time during the school day

#### Teaching Assistant Requirements and Qualifications

- Valid driver's license
- High school diploma or equivalent
- Successful obtainment of the Educational Aide and Student Monitor Permit - State of Ohio Certification
- Successful passage of the ParaPro examination
- 18 years of age or older
- Good health, high moral character and good attendance record

**Interested persons should submit an application and resume including references:**

(Applications can be found on our District website [www.monroevilleschools.org](http://www.monroevilleschools.org) under About Us → Employment)

**By Mail:**

*Jennifer Meyer, Director of Student Services  
101 West St. Monroeville, Ohio 44847*

**or Email:**

*[jmeyer@monroevilleschools.org](mailto:jmeyer@monroevilleschools.org)*