



Mohawk Local School District
295 State Highway 231
Sycamore, Ohio 44882



NON-CERTIFIED POSITION

DATE: August 13,2020

POSITION: Educational Aide/Paraprofessional Aide; Full-time and Part-time

CERTIFICATION: ESEA License

DISCRIPTION: Assist teacher with classroom duties and/or monitor students as assigned; assist the administration in implementing all procedures and rules governing student life and conduct; effectively manage the classroom and individual student behavior to maintain a good learning environment.

Essential Functions:

- Ensure safety of students and staff
- Work with students both individually and in small groups
- Assist students with classwork and make-up work
- Assist with recess supervision, restroom breaks, etc.
- Promote good social relationships between children
- Assist students with toiletry and medical needs as necessary
- Duplicate materials for class
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student records, free/reduced lunch forms, student test scores
- Attend meetings and in-services as required
- Provide assistance to classroom teacher

Other Duties and Responsibilities:

- Play learning games and lead student activities
- Prepare materials for class projects
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- By example, instill in students the belief in and practice of ethical principles and democratic values
- Assist with special school projects, e.g., closed-circuit television productions
- Chaperone field trips
- Administer first aid to students as necessary
- Perform correspondence, including reports and such other correspondence as may be required
- Prepare supply, material, and equipment requisitions as directed by immediate supervisor
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the classroom teacher, Building Principal, or Assistant Building Principal

SALARY: Per Non-Certified Handbook

START DATE: August 31, 2020

APPLICATION DEADLINE: August 19, 2020

APPLICATION PROCEDURE: Send resume and/or letter of interest to:

605 State Highway 231

Sycamore, Ohio 44882

jackie.messersmith@mohawklocal.org

****Emailed Documents Will Accepted****