

Coventry Local Schools

Job Posting



TO: CLASSIFIED PERSONNEL **Position available to current employees**
FROM: GEORGE FISK, SUPERINTENDENT
DATE: APRIL 18, 2024
SUBJECT: CLASSROOM ASSISTANT – COVENTRY HIGH SCHOOL

In reference to Section 7.1 of the Union negotiated agreement, there is a vacancy for a Classroom Assistant (multi-disabilities room) at Coventry High School. *Preferred: Experience working with students with special needs.

The classroom assistant is the extra hand for the classroom teacher and is not assigned to a specific student. They may assist the teacher with all students' activities including recess, lunch, special areas, restroom, and bus loading and unloading. They may help in the creating of instructional aides, data collecting and keeping the room clean. Please refer to job description for more information.

This position is 7.5 hours per day 7:15 am - 2:45 pm – student days only, Monday through Friday. The base rate of pay is \$13.93 per hour.

Current Coventry staff: If you meet the requirements and are interested in applying for this position, please apply by completing an **Intent of Interest Form**. Send to Mrs. Melissa Dort, Director of Pupil Services by Thursday April 25, 2024. **Intent of Interest forms available at the Central Office, on our website, or in each of the school offices.**

FUNCTION OF JOB

Under the general supervision of the superintendent, and the direct supervision of the principal and director of Special Services, and the immediate supervision of the classroom teacher, the classroom assistant will provide services to students with disabilities. These services will be provided in accordance with the State of Ohio's Rules for the Education of Handicapped Children and the Ohio Model Policies and Procedures for Educating Children with Disabilities.

CHARACTERISTIC DUTIES

1. Assist teacher in student activities in, out and around the building, to include recess, lunch, special areas and bus loading to help the students adapt to the school environment.
2. Physically assist students in restroom visits when necessary.
3. Assist teacher in maintaining up-to-date inventory of materials and equipment, make sure new inventory is properly labeled and that information is on the inventory sheet.
4. Track and record data necessary for student IEP Goals when requested to do so.
5. Prepare and change bulletin boards per the teacher's schedule
6. Assist the classroom teacher when emergency situations arise.
7. Assist general education, physical education, art and music teachers as needed when the student attends their classes.
8. Assist with lunchroom and recess supervision during lunch period to allow the classroom teacher a duty-free lunch break.
9. Assist in development and preparation of specialized instructional aides and materials and the distribution of those items needed for student activities.
10. Assist children to and from transportation vehicle.
11. Assist in opening and closing exercises to include attendance check, lunch count, lockers and folders, book bags, and dismissal, etc.
12. Assist the teacher during fire and tornado drills, etc.
13. Assist in the operation of any equipment used in the classroom to include audio-visual equipment.
14. Assist the teacher in keeping the room clean and disinfect the tables, chairs and student materials on a regular basis.
15. Perform other activities as directed by the classroom teacher, building principal, director of Special Services, or superintendent.

QUALIFICATIONS

1. Must have a high school diploma.
- *2. Complete at least two years of study at an institution of higher education (defined as 48 semester hours or 72 quarter hours as verified by college transcript from an accredited institution of higher education); **OR**
- *3. Obtain an associate (or higher) degree from an accredited institution of higher education (defined as any associate degree program from an accredited institution of higher education); **OR**
- *4. Must hold or obtain a Para Professional Certificate or Ohio educational aide certificate with HQT noted.
**NOTE: Only one of the three requirements is needed for compliance.*
5. Must relate to students and adults in a positive manner.
6. Must be physically able to perform duties.
 - a. Must be able to lift 60 lbs. unassisted.
7. Must be certified in a crisis prevention program that is provided by the district.
8. Must demonstrate a sincere desire to aid all students.
9. Good health, high moral character and good attendance record.
10. Demonstrate aptitude for successful completion of tasks assigned.
11. Must be physically able to perform duties.
 - a. Must be able to lift 60 lbs. unassisted.