

## Pike-Delta-York Local School District

### Vacancy Notification

#### District Aide

The Pike-Delta-York Local School District, in Delta, Ohio, is seeking an individual to work as an aide supporting students. Pike-Delta-York Local School District recently received ODE's *Momentum Award*, and the district has a high performing staff and strong student body excelling in both the classroom and extracurricular activities.

*Position:* District Aide  
6.5 hours per day

This position is considered a district-wide aide, allowing the placement of the aide in any district location as needed. To begin employment the aide will be placed in the middle school.

*Qualifications:* The candidate must possess a Paraprofessional license or possess an associate degree or higher, have completed at least two years of study at an institution of higher education (defined as 48 semester or 72 quarter hours as verified by a college transcript from an accredited institution of higher education).

The candidate must possess a valid Ohio Aide permit, or have the capability of obtaining one.

Successful candidates must have the ability to provide an acceptable BCI/FBI background check.

Please see complete job description below.

*Pay & Benefits:* Per negotiated agreement.

*Deadline:* June 9, 2023

*To apply:* Provide the following credentials:

1. A Letter of Introduction
2. Resume
3. Copies of applicable licensure, certification, and/or training (aide permit, Paraprofessional license, etc.)
4. Applicable transcripts
5. Three (3) Letters of Recommendation
6. Completed classified application (found at [www.pdys.org/careers](http://www.pdys.org/careers))

E-mail or mail credentials to:

[Jobs@PDYS.org](mailto:Jobs@PDYS.org)

Human Resources  
Pike-Delta-York Local School District  
504 Fernwood Street  
Delta, Ohio 43515

District Website: [www.pdys.org](http://www.pdys.org)

**PIKE-DELTA-YORK LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>AIDES/PARAPROFESSIONAL (CLASSROOM AIDE)</b>	<b>File 502</b>
<b>Reports to:</b>	Assigned administrator/supervisor	
<b>Job Objective:</b>	Provides student services consistent with the district mission and legal requirements.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>Valid state department of education license/permit as determined at the time of appointment.</li><li>Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).</li><li>Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.</li><li>Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.</li><li>Exhibits basic computer proficiency or commitment to acquire job-related technology skills.</li><li>Maintains a record free of criminal violations that would prohibit public school employment.</li><li>Nonviolent Crisis Intervention (CPI) or similar training may be required for some assignments.</li></ul> <p><b>Physical Demands:</b> Duties may require providing physical assistance to students.</p> <p>NOTE: Blood-borne pathogen/communicable disease, child abuse/neglect, CPR and/or first aid/injury prevention training may be required as a condition of employment. Some positions require specialized skills using communication boards, sign language, finger spelling, etc.</p> <p><b>Board bylaw requirement:</b> Employees shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district. Employees are required to serve as a role model for students in how to conduct themselves as citizens and as responsible intelligent human beings. Employees have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.</p>	
<b>Essential Functions:</b>	<p><b>1. Arrives prepared to start working on time. Follows established sign in/out procedures. Complies with program and/or building work hours/schedules.</b></p> <ul style="list-style-type: none"><li>Performs non-teaching support services as a collaborative member of the educational team.</li><li>Prepares/distributes classroom materials. Prepares program equipment for use (e.g., computers, media resources, etc.). Keeps program areas orderly. Cleans/maintains equipment as directed.</li><li>Assists with classroom records (e.g. attendance, etc.). Verifies the accuracy of data as directed.</li><li>Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed.</li><li>Assists individuals and small student groups with remedial or enrichment activities.</li><li>Reinforces instructional objectives introduced by the teacher.</li><li>Supports an inclusive educational environment. Helps students assimilate into the school environment. Helps implement classroom accommodations as directed by the teacher.</li><li>Works with program staff to identify student assistance strategies most likely to be effective.</li><li>Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, use of instructional/media resources, etc.).</li><li>Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.</li><li>Attends to student concerns discreetly when assistance is requested.</li><li>Assists students with personal care (e.g., catheterization, changing clothing, diapering, toileting, etc.) as trained by a health care professional. Follows standard hygiene/sanitation procedures.</li><li>Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).</li></ul> <p><b>2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.</b></p> <ul style="list-style-type: none"><li>Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.</li><li>Contributes to an effective working environment. Performs all aspects of the job.</li><li>Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.</li><li>Keeps an acceptable attendance record and is punctual.</li><li>Maintains a professional appearance. Wears work attire appropriate for the position.</li><li>Respects privacy. Maintains the confidentiality of privileged information.</li><li>Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.</li></ul> <p><b>3. Maintains open/effective communications. Serves as a reliable information resource.</b></p> <ul style="list-style-type: none"><li>Prepares and maintains accurate records. Submits required paperwork on time.</li><li>Provides prompt notification of personal delays or absences.</li></ul>	

- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

**5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

**6. Performs other specific job-related duties as directed.**

- Helps implement workplace initiatives that advance organizational goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

**Performance  
Evaluation:**

Employee performance is evaluated according to board policies/regulations, administrative guidelines/procedures, current negotiated agreements and applicable law. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. This document is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.

The district offers equal opportunity employment without regard to race, color, national origin, ancestry, religion, sex, age, disability, military status and any other legally protected category.