OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

Position: IA - SPECIAL EDUCATION

Department: Building Position

Fair Labor Standards Act Status: Nonexempt (Hourly)

Contract: 184 Days

District Overview

Lakota Local School District is a vibrant and dynamic educational community, serving over 18,000 students. Everything WE do is designed to provide a future-ready, student-centered learning experience for every single child.

Summary

The **IA - SPECIAL EDUCATION** supports teachers and students by providing instructional, behavioral, medical, and daily living assistance to students with disabilities. This role is critical to implementing IEPs, ensuring student safety, and supporting inclusive educational environments.

Minimum Qualifications

- High school diploma or equivalent required; Associate degree preferred.
- Valid Ohio Educational Aide Permit appropriate for service in Lakota Local Schools.
- Valid driver's license.

Key Responsibilities

Student Instructional & Behavioral Support

- Provide direct support to students with disabilities in instructional settings under the direction of the teacher.
- Deliver one-on-one and small-group support, including re-teaching, clarifying directions, and modifying activities.
- Support implementation of IEPs, Behavior Intervention Plans, and related service recommendations.
- Monitor and address student behavior, emotional regulation, and safety needs.

Health, Medical & Personal Care Assistance

- Assist students with health needs including seizures, feeding, toileting, hygiene, and medication reminders.
- Support mobility, positioning, lifting, transferring, and use of adaptive equipment.

LAKOTA
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- Follow health and safety protocols to ensure student well-being.
- Classroom, Community & Program Support.
- Assist students across school environments including classrooms, cafeterias, playgrounds, buses, and community outings.
- Support vocational, life-skills, adaptive PE, and transition activities.
- Chaperone students on field trips and community-based learning experiences.

Documentation, Communication & Compliance

- Document student performance and progress as directed.
- Communicate regularly with teachers, therapists, administrators, and families.
- Assist with IEP documentation, data collection, and compliance tasks.
- Maintain strict confidentiality of all student and staff information.

Professional Practice & Collaboration

- Model professional behavior and positive interactions.
- Collaborate with teachers, therapists, and support staff (OT, PT, Speech, Nursing).
- Participate in professional learning, staff meetings, and IEP meetings as requested.

Knowledge, Skills, and Abilities

- Knowledge of special education instructional practices and student support strategies.
- Skill in working with students with significant disabilities and diverse needs.
- Ability to adapt to changing student needs and environments.
- Ability to communicate effectively with students, staff, and families.
- Ability to maintain strict confidentiality, provide world-class customer service, answer emails promptly, and complete Safe Schools training in a timely manner.

Working Conditions

- Work is performed in school, community, and office environments.
- Ability to lift, push, or pull up to 20 pounds; frequent lifting, transfers, and physical assistance required.
- Bending, lifting, twisting, and repetitive motions required.
- Exposure to difficult, challenging, and confrontational individuals.

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This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform reasonable duties required by the employee's supervisor and/or appointing authority.

Lakota Local School District is an Equal Opportunity Employer

Board Approved: March 23rd, 2026.