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/ATTENDANT

Department: Building Position

Fair Labor Standards Act Status: Nonexempt (Hourly)

Reports to: Building Principal

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.

Job Summary

The **IA - SPECIAL EDUCATION/ATTENDANT** provides individualized academic, behavioral, and personal care support to a designated student with specialized needs in a variety of learning environments. Working under the supervision of a licensed educator, the aide facilitates student participation in instructional activities, promotes independence, and ensures safety and consistency throughout the school day. This role is crucial in reinforcing Individualized Education Plans (IEPs) and Behavior Intervention Pans (BIPs), and maintaining a supportive environment aligned with the student's learning and care goals.

Minimum Qualifications

- High school diploma or equivalent required.
- Associate degree preferred.
- Current Educational Aide Permit from the Ohio Department of Education valid in Lakota Local Schools.
- Successful completion of applicable training (e.g., CPR/First Aid, Crisis Prevention as required).
- Prior classroom experience as an aide or paraprofessional preferred.
- Experience working with individuals with disabilities preferred.

Key Responsibilities

Instructional & Behavioral Support

- Deliver individualized instructional support under teacher guidance, modifying materials and reinforcing lessons.

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- Implement strategies from the student's IEP and/or BIP, including behavior reinforcement, sensory supports, and communication accommodations.
- Monitor and redirect behavior using trauma-informed, proactive interventions.
- Support the development of executive functioning and self-regulation skills (e.g., transitions, organization, emotional control).
- Facilitate engagement in group instruction while maintaining individualized pacing or support levels.

Supervision & Personal Care

- Accompany the student throughout the school day—including classroom transitions, lunch, recess, specials, and transportation.
- Monitor safety and provide immediate support in the event of elopement risk, emotional escalation, or medical need.
- Assist with personal care as needed, such as feeding, toileting, mobility support, or hygiene routines, per health plan.
- Support communication with peers and adults using AAC devices, prompts, or scaffolded social interaction.

Documentation & Collaboration

- Track student performance, behavior, and daily progress for teacher and team use.
- Participate in IEP team meetings, student support planning, or training sessions as assigned.
- Provide world class customer service.
- Maintain strict confidentiality.
- Complete all Safe Schools training in a timely manner.
- Answer all emails in a timely manner.
- Communicate regularly with supervising staff to adjust strategies and provide consistent support.

Knowledge, Skills, and Abilities

Knowledge:

- Familiarity with disabilities including autism, emotional disturbances, ADHD, and intellectual/developmental disabilities.
- Knowledge of Positive Behavioral Interventions and Supports (PBIS), AAC (Augmentative and Alternative Communication), and adaptive tools.
- District and state guidelines related to special education and student confidentiality.

Skills:

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- Excellent communication and collaborative skills with staff, students, and families.
- Capacity to follow detailed education and medical plans with consistency and empathy.
- Skill in implementing reinforcement systems, visual schedules, and assistive communication tools
- Adaptability to various instructional and behavioral needs throughout the school day.
- Organizational skills for managing instructional prep, documentation, and transitions.

Abilities:

- Work effectively as part of a multi-disciplinary team.
- Patience, resilience, and emotional composure in a variety of classroom and behavioral scenarios.
- Capacity to build trust and rapport with individual students while maintaining professional boundaries.
- Flexibility to adapt to changing student needs, schedules, or instructional routines.
- Ability to follow established medical, behavioral, and safety protocols.

Working Conditions

- Assigned to support a specific student across classroom, hallway, transportation, cafeteria, playground, and possibly community-based settings.
- Must be comfortable lifting, bending, twisting, kneeling, and performing repetitive motions.
- Ability to lift, push, or pull up to 50 lbs. assist in physical transfers, and support medical routines.
- Exposure to difficult, challenging, and confrontational individuals.

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 the 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