Job Posting
2026-2027 School Year
Special Education Teacher Assistant, Grades K-6

Interested persons should apply by following the directions below:

- Go to the Lebanon City Schools Website:

  www.lebanonschools.org

- From the Home Page, Click on **Employment**
- Then **Available Positions (left side under Human Resources)**
- This will take you to The Greater Cincinnati School Application Consortium
- Then **All Vacancies**
- You will see a list of available positions, click on the red Apply Button next to the position you're interested in applying for and complete the online application.

- Internal Applicants (Lebanon City School Employees) please click on the link in the job posting email to apply.

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5/5/2026

LEBANON CITY SCHOOLS
JOB DESCRIPTION

Position: Special Education Aide (Teacher Assistant Class III)

Reports to: Principal

Employment Status: Regular/Full-time

Contract Days: 187 Days

FLSA Status: Non-Exempt

Bargaining Unit: OAPSE

Description: Assists students with academic, social, emotional, self help and physical needs in all areas and times during the child's school day

NOTE: The lists below are not ranked in order of importance

Essential Functions:

- Ensure the safety of students and staff
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Provide direct support with academics, social, emotional or physical needs to an individual student regardless of the child's category of eligibility determination in a variety of educational settings
- Provide direct support with academics, social, emotional or physical needs to a group of children regardless of the children's category of eligibility determination in a variety of educational settings
- Help assigned classes in the locations and at the times designated
- Provide support consistent with individualized education plans to include but not limited to academic, behavioral, self-help and motor skill development
- Assist students with activities of daily living to include but not limited to personal hygiene toileting and diapering
- Assist homeroom teacher as needed
- Assist with a typical student as needed when special needs students are not needing assistance
- Implement student physical exercise programs under the direction of the special education teachers with or without consultation from a physical therapist or occupational therapist
- Provide physical assistance to students under the direction of a special education teacher, to include but not limited to physical positioning, transferring and lifting
- Provide assistance to students who are transitioning from one place to another including but not limited to buses, cafeteria, restrooms, classroom, playground, art, music or gymnasium
- Provide support in special classes or other times e.g., physical education, art, music, recess, technology or lunch

- Assist students during lunchtime e.g. feeding the student, helping the student to feed themselves, opening milk carton or condiment package etc…
- Scribe for a student as needed
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Discipline students when necessary
- Follow through on any discipline or behavior plan that has been written for a student
- Physically restrain students who are potentially dangerous to themselves or others
- Counsel, advise, encourage and motivate students
- Help create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Assist in classroom preparation to include but not be limited to paperwork, room arrangement and decoration, and preparation of instructional materials
- Assist in preparing classroom material to accommodate the limitation of a student, i.e., enlarge print size of worksheets for a student with visibility limitations, transfer written text into a tape recorder for a hearing impaired student
- Establish and maintain cooperative professional relationships with students, staff and parents
- Work with teachers to plan and develop new concepts to improve student behaviors
- Utilize a wide variety of instructional aids, including technology, to teach subject objectives
- Keep accurate records of student progress and report them to supervisor
- Interact with other departments and school personnel when necessary
- Communicating needs of the student to the proper authority
- Maintain accurate, complete and correct records as required
- Attend educational field trips as required
- Help maintain accurate records
- Be available for scheduled and non scheduled conferences with parents as requested
- Supervise bus duty, lunch duty and playground duty, or cover office duty as requested
- Respond to routine questions and requests in an appropriate manner
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, free/reduced lunch forms, court documents and papers
- Interact in a professional manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Serve as a role model for students
- Carry out and enforce Board Policies

Other Duties and Responsibilities:
- Perform other duties as assigned by the Superintendent, Principal, Director of Special Services and Pupil Personnel or designee

Qualifications:
- High school diploma
- Ohio Department of Education Teacher’s Aide certification within first 30 days of employment
- Acceptable BCII report and FBI report

- Hepatitis B vaccine as required
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:
- Willingness to work with students' with varying disabilities
- Knowledge of academic area and teaching methodology
- Ability to work effectively with others
- Ability to work independently
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to work in a team environment
- Knowledge and training in various restraint methods
- Blood borne Pathogens training
- 12 hours of CPI within the first 6 months of employment at district expense
- Maintain CPI certification through completion of at least a minimum of 6 hours of CPI training as required.
- Basic first-aid and CPR training recommended but not required

Equipment Operated:
- Overhead projector
- Copy machines
- Computer/printer
- 10 key calculator
- Laminator
- Typewriter
- Telephone
- Tape recorder
- Elmo
- Smart Board
- LCD
- Language master
- Hydraulic lift
- Wheelchairs, walkers or other equipment needed for mobility
- Adaptive equipment for communication or learning

Additional Working Conditions:
- Frequent exposure to blood, bodily fluids and tissue
- Frequent interaction among unruly children
- Occasional travel, i.e., between school buildings if necessary
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional requirement to lift, carry push and pull various items up to a maximum of 40 pounds and to a maximum of 100 pounds on wheels
- Frequent exposure to loud noises
- Occasional repetitive hand motion, e.g., computer keyboard, typing, cutting, coloring, writing

- Operation of a vehicle under inclement weather conditions, i.e., being prepared to attend to classes on all scheduled school days, except calamity days

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 incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.