

INSTRUCTIONAL ASSISTANT AND FOOD SERVICE COORDINATOR

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

| Position | Part-Time or Full-Time | Deadline to Apply | Start Date | Building/District Location | Special Requirements |
|--|--|--------------------------|-------------------|---|--|
| Instructional Assistant and Food Service Coordinator | Full-Time 5 days/week (M-F) 7:30 a.m. to 3:00 p.m. | Until Filled | 8/2/2022 | Hardin Community School located in Kenton, Ohio | Must hold, or have the ability to obtain, a valid ODE Educational Aide Permit and ServSafe Level 2 Certification |

If you have questions regarding the position and/or building assignment, please contact Elaine Drumm, HR Manager at:

edrumm@mresc.org

HOW TO APPLY

- **Step #1** – Download an employment application from our website by clicking the application link below:

MRESC Application

- **Step #2** – Submit your completed application to:
Midwest Regional ESC
Attn: Jana Barhorst
129 East Court St.
Sidney, Ohio 45365

Or you may email the completed application to:

jbarhorst@mresc.org

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER
BELLEFONTAINE*OHIO

Title: **INSTRUCTIONAL ASSISTANT/ FOOD SERVICE COORDINATOR**

Reports to: Director of Hardin Community School and/or Assigned Learning Coordinator

Job Objectives: Perform a variety of educational and support service functions to help students achieve productive learning experiences at Hardin Community School (HCS). Provide guidance and encouragement to help students pursue their intellectual, social, and emotional potentials. Provide personal care assistance. Promote the inclusion of students with disabilities into regular classrooms and school activities. Recognize each contact with the public as an opportunity to promote a positive impression of HCS.

Minimum

Qualifications:

- High school diploma or equivalent.
- Hold or be qualified to obtain an Educational Aide Permit.
- Hold or be qualified to obtain a ServSafe Level 2 certification.
- Valid State of Ohio Educational Associate License as an educational paraprofessional is preferred.
- Meet all health requirements mandated by law
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.
- Ability to learn appropriate skills for the position.
- Ability to learn and use basic sign language techniques.
- Demonstrated maturity and the ability to work with students and their families.

**Responsibilities
and Essential
Functions:**

The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Be responsible for learning the functions and proper procedures for all assigned duties. When expectations are unclear, seek advice from the assigned teacher or supervisor.
- Work with individual and/or small groups of students. Receive instructions and follow a prescribed educational plan or procedural guidelines as directed by the teacher.
- Help maintain a learning environment that stimulates interest, enthusiasm, and inquisitiveness about subjects and events. Help students understand their personal responsibility for setting goals and achieving academic and vocational success.
- Help nurture students who require an alternative approach to education. Work with appropriate staff to ensure that services are provided in the least restrictive educational environment.
- Help a substitute teacher understand the regular classroom routine and the needs of individual students.
- Help with the preparation of classroom materials. Operate duplicating equipment. Maintain a supply of classroom forms. Distribute supplies. Help with bulletin boards and displays.
- Clean up and maintain safe and orderly storage and work areas.

- Perform routine clerical work and record keeping duties related to classroom activities as directed. Administer and grade tests as directed.
- Assist students with homework assignments and special projects. Help students who have been absent with makeup activities.
- Learn to operate classroom computers and other resource equipment. Prepare classroom equipment for use.
- Help keep the classroom orderly (e.g., store equipment, shelve books, clean spills, etc.).
- Communicate high expectations for students. Show an active interest in their progress. Offer help when students ask for or their behavior suggests they need assistance. Avoid being

intrusive. Allow students to seek their highest degree of independence. Solve student concerns discretely.

- Provide information that helps students change attitudes and behaviors (e.g., a positive outlook, cooperation, consistent attendance, punctuality, participation, accountability, dependability, etc.).
- Provide opportunities for inclusion of students with disabilities in their peer group when appropriate.
- Follow approved sanitation procedures to maintain safe classroom equipment.
- Supervise classroom as needed.
- Monitor ill students until a parent/guardian arrives.
- Provide close supervision and take reasonable precautions to ensure student safety. Do not leave students unsupervised.
- Monitor and control student behavior during assigned non-classroom activities (i.e., lunchroom, recreation, etc.).
- Help communicate school rules to students. Maintain high standards for student conduct. Uphold the student conduct code according to HCS district policy. Protect the due process rights of students.
- Attempt to develop rapport and maintain the confidence of students, parents, staff, and the community. Respond to requests and complaints promptly, accurately, and tactfully. Respect the personal confidences and privacy needs of individuals. Ensure the confidentiality of privileged information.
- Work cooperatively with the classroom teacher to address persistent behavior problems. Learn and carefully follow district policies and procedures when a student needs to be deescalated. Exercise caution and good judgment.
- Report evidence of suspected child abuse to an appropriate authority and notify the School Director.
- Serve breakfast items and lunches to students.
- Follow health department procedures to manage food service and lunch room.
- Promote the proper use and care of school property. Help keep track of school supplies and equipment used by students.
- Seek and use resources that enhance educational activities (e.g., parent groups, volunteers, court programs, colleges/universities, community/service organizations, professional associations, businesses, etc.).
- Encourage parent organizations and support student activities as time permits.
- Attend school meetings and training programs as directed.
- Participate in after-school programs (e.g., open house, parent conferences, etc.) as directed.
- Serve as a role model for students. Demonstrate personal integrity, responsibility, impartiality, respect, and courtesy.
- Perform other specific job-related duties as directed.

**Abilities
Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Displaying an interest in students and enthusiasm for education.
- Using interpersonal skills to promote a favorable image of the educational service center.
- Maintaining a tactful disposition and dealing with people fairly.
- Working cooperatively to support a successful team effort.
- Expressing ideas effectively using verbal and writing skills.
- Carrying out prescribed actions efficiently with limited supervision.
- Maintaining a visual awareness of the learning environment and student interactions.
- Displaying patience and flexibility with all individuals. Managing discipline by averting problem situations and resolving or diffusing conflicts.
- Lifting, carrying, and/or moving classroom supplies and equipment.
- Being punctual and maintaining a consistent attendance record.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment at HCS.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Potential for interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require working under stress to meet schedules and deadlines.
- Exposure to personal hygiene products and medications.
- Exposure to cleaning solvents and chemical vapors.