

**Educational Aide/Food Service Assistant**

Title: Educational Aide/Food Service Assistant

Location: Hardin Community School:Kenton

Posted Date: 05/07/2025 End Date:Until Filled

JOB DESCRIPTION TITLE: Classroom Aide/Food Service Assistant -

RESPONSIBLE TO: Building Administrator/Classroom Teacher

LENGTH OF CONTRACT: 185 day contract - 7.5 hours per day -5 days a week(M-F) 8:00am to 3:30pm

GENERAL DUTIES: The Aide will perform a variety of education and support service functions to help students achieve productive learning experiences. Provide support/tutoring, behavior management and encouragement to help students pursue their intellectual , social and emotional potentials.

QUALIFICATIONS: High school diploma or equivalent; associate's or bachelor's degree in education or a related field is a plus. Hold or be qualified to obtain an Educational Aide Permit/Paraprofessional designation Previous experience working with students in an educational setting is preferred Strong interpersonal and communication skills to interact effectively with students, staff , and parents Patience, empathy, and the ability to adapt to the needs of individual students. Basic computer skills and familiarity with educational software and assistive technology. Ability to maintain confidentiality and adhere to ethical guidelines. Flexibility to work collaboratively as part of a team and independently as required. CPR and First Aid certification will be required as a condition of employment. Ability to learn appropriate skills for the position

SPECIFIC DUTIES: Collaborate with teachers daily Assist students in accessing the curriculum, adapting materials and resources as necessary. Provide individual support.

Monitor and manage behaviors of students, ensuring a safe classroom environment

Attend Staff Meetings, trainings.

Daily serving of breakfast/lunch

Daily cleaning of classrooms, cafeteria, etc

Other Duties as assigned

This job description is intended to provide a general overview of the responsibilities and qualifications for an educational aide position. Duties and requirements may vary depending on the needs.

Send Resume and cover letter to Traci Conley: [traciconley@hardinohio.us](mailto:traciconley@hardinohio.us)