



# Mogadore Local School District

## Job Title: Assistant (Aide) for Special Education Program K-6

**Location:** O.H. Somers Elementary

**Position:** M-F, 5.75-7.0 Hours/day, Calendar, Salary and Benefits commensurate with MESA Negotiated Agreement

**Start Date:** August 2026

**Reports To:** Principal

### **Qualifications, Responsibilities, and Duties, not inclusive of:**

- Experience with special needs students preferred.
- Ability to perform job responsibilities with limited supervision.
- Ability to work with pupils and teachers effectively.
- Provide assistance in enabling student with disabilities to function in a typical school environment.
- Maintain notes/assist with organization.
- Work with special education teacher to support consistency of behavior.
- Maintain documentation as assigned.
- Work with the teacher and special education staff to reinforce academic skills taught in class.
- Assist/meet student at arrival and dismissal.
- Assist teachers in making supplemental materials.
- Willingness to attend workshops and meetings before and after hours.
- Other duties as may be assigned by the administration.

### **Additional Working Conditions:**

- Occasional exposure to blood, body fluids, and tissue.
- Occasional interaction with unruly children.
- Occasional exposure to temperatures above 100° and below 32°.
- The noise level in the work environment could be loud (recess, gym, etc.). You may have to raise your voice to be heard.
- Engages in repetitive physical activities using arms and legs.

*ADDITIONAL JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

An Educational Aide Permit is required.

### **BACKGROUND CHECKS:**

A BCI and FBI check must be completed at the cost of the applicant prior to being employed by the Mogadore Local School District.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to co-workers, students, parents, and members of the community.

**MATHEMATICAL SKILLS:**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:**

Ability to work in a friendly manner with co-workers and students. Ability to pass written and computer exams. Good organization and math skills; ability to lift 20 lbs., ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to keep school records confidential.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and walk. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee frequently is required to walk and use fingers, tools, or controls. The employee continuously uses hand strength to grasp tools. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee occasionally works in temperatures above 100° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being, and work output of others. The noise level in the work environment could be loud (recess, gym, etc.) to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burns while performing the duties of this job. The employee has a chance of occasional exposure to blood, bodily fluids, and tissue. The employee may have to occasionally operate a vehicle under inclement weather conditions. The employee may have occasional interaction among unruly children.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Interested individuals should submit a letter of interest and resume to:  
Ms. Sharon Fournier, Principal**

**via email to:**

**[jobpostings@mogadore.net](mailto:jobpostings@mogadore.net)**

Posting until filled.

Revised 6/2026