

One-on-One Attendant, assigned to the Kids First/TOPS Program

Term: 2023-24 School Year

Qualifications and Possible Job Duties Include:

- High School Diploma
- Previous experience with students with special needs (Autism Spectrum Disorder) preferred
- An issued ODE educational aide permit, or able to obtain a permit from the Ohio Department of Education
- Successful completion of all pre-employment screenings
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- To assist the student in participating with classroom activities
- To help student with daily living skills (including, but not limited to: removing coat, zipping, buttoning, tying shoes, and toileting)
- To assist with behavior interventions and reinforcement activities as directed by the teacher
- To assist the teacher to supervise children (for example: halls, restrooms, playground, during gross motor activities, lunch, and boarding the bus)
- To set up and clean up specific centers in the classroom (art, music, fine motor, etc.)
- All other duties as assigned

Salary:

Salary schedule placement commensurate with experience and training.

Deadline for Applications:

Until filled

To Apply:

<http://www.applitrack.com/cybersummit/onlineapp/>

*Summit Educational Service Center is an Equal Opportunity Employer.
FMLA regulations require all employers to post the updated [FMLA notice](#)*