

Warren City Schools has a vacancy for your consideration. Please find the details below.

Pre-School/Title 1-Kindergarten Educational Assistant (Reposted 1/25/2023) **Apply Online**

Category: **Student Support Services/PK-12 Educational Assistant**

Date Posted: **1/25/2023**

Location: **Building - To Be Determined**

Date of Availability: **Immediate**

Date Closing: **TBD**

QUALIFICATIONS:

1. Para-pro Certification, or two years of study at an institution of higher education (defined as 48 semester **or** 72 quarter hours verified by original institution transcript), **or** Associate Degree **or** Bachelor Degree.
2. Possess or eligible to possess an educational aide permit.
3. Meet any other qualifications as determined or required by The Ohio Department of Education for Pre-school licensing and/or accreditation.
4. Prior successful Pre-K or Early Childhood Education experience is preferred.

DUTIES:

1. Assist with maintaining attendance and other records of students in the program.
2. Maintain effective communication with families and the school community.
3. Assist teachers in the classrooms and throughout the building.
4. Prepare copies and other educational materials for the Pre-K/Title I classroom.
5. Encourage, motivate and monitor student engagement and behavior.
6. Assist with student lunches, transitions and activities.
7. Attend training/informational meetings as requested that pertain to this position.
8. Required to meet a minimum of 20 professional development hours
9. Abide by all rules, regulations, policies, and procedures of the Warren City School Board of Education.
10. Perform any other relevant duties as may be assigned by the Superintendent, Associate Superintendent, Pre-K teachers, program supervisors and/or the District Administration Team and/or designee.

Salary: Per negotiated contract.

*Employment upon verification of proper certificate, BCI/FBI background checks and all other pre-employment requirements are met.

Procedure for Making Application:

Current Warren City School Staff: Please send cover letter and resume to Debbie Ball, Office of Human Resources, Warren City School District, 105 High Street, N.E., Warren, OH 44481, or via e-mail

at debbie.ball@neomin.org, by closing date indicated above.

External Candidates: Please apply using AppliTrack system through the link attached to this posting or by visiting the Warren City School District website <http://www.warrencityschools.org>. click on "Job Opportunities", then "Apply" next to appropriate JobID 270 or "Start an application for employment".

Warren City Schools uses the AppliTrack system from Aspex Solutions to manage employment applications online.