

MARTINS FERRY CITY SCHOOL DISTRICT

NOTICE OF VACANCY

Title of Position Preschool Aide

Regular or New Position Bid Regular

Building Elementary

Monday-Friday (½ hour unpaid lunch)

Daily Hours 7:30 am - 2:30 pm Weekly Hours 32-1/2 hrs.

Hourly Rate 19.14 - 21.46

Job Description See Attached

BID SHEET MUST BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE DURING THE PERIOD BELOW:

Date Posted October 6, 2025

Application Deadline October 10, 2025 - 2:00 p.m.

NOTICE: Employment is on an hourly basis, not a salary basis. Any salary computations shown above are for payroll purposes only and are not a contractual guarantee of the number of hours or days to be worked.

APPLICATION MUST BE SUBMITTED ON OFFICIAL BID SHEET.

BID SHEETS ARE AVAILABLE IN THE SUPERINTENDENT'S OFFICE.

Preschool Paraprofessional Requirements

(Required by the state of Ohio)

- Medical statement signed by a physician dated on or before the first day of employment
- Signed non-guilty, non-conviction statement
- Criminal background check
- CPR/First Aid certification (get on your own)
- Child Abuse Recognition training (available online)
- Communicable Disease Training (available online)
- Orientation Training (available online)
- Early Learning Assessment Essentials Training (available online)
- 10 hours of professional development training annually (available online)

MARTINS FERRY CITY SCHOOLS

TEACHER'S PRESCHOOL AIDE

JOB DESCRIPTION

- Qualifications:
1. Demonstrated aptitude for the work to be performed.
 2. Must have knowledge of child development gained through instruction provided by the district or the equivalent course work from an accredited institution.
 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Employment Status: Full Time (number of hours dependent upon position)

FLSA Status: Non-Exempt

Reports To: Teacher, Principal and Superintendent

Job Goal: To help, assist, and give aid/support for the effective and efficient operation of the classroom and to the teacher in the learning-teaching process.

Responsibilities/Essential Functions:

1. Aide is expected to help children in large group instruction working directly under the supervision of the teacher.
2. Aide may assist in reinforcement to those students the teacher has assigned in small study group sessions.
3. Aide may inventory equipment and supplies within those classroom assignments.
4. Aide may perform in classroom activities under the direction and supervision of the teacher.
5. Aide may assist the classroom teacher to whom they are assigned with the preparation and operation of audio-visual equipment and technology equipment.
6. Aide will perform non-academic clerical duties as prescribed by the assigned teacher.
7. Aide may assist the children in additional classroom instruction such as reading, math, small group reinforcement in recognition of work skills, and one-on-one help.

TEACHER'S PRESCHOOL AIDE cont.

8. Aide is expected to observe and show awareness in helping children follow directions and obtaining growth achievement.
9. Aide may prepare material for those teachers to whom assigned.
10. Aide will assist in management of the physical appearance of the classroom.
11. Aide may assist with matters of discipline, basic classroom instruction, or supervision with the presence and knowledge of a certified employee.
12. Aide will perform other duties that may be assigned by the building principal and the teacher in accordance with established guidelines.
13. Aide will show positive attitude with teachers, students and parents.
14. Aide will participate in all preschool state and district mandated training that may occur outside of assigned areas and days. The training includes but is not limited to communicable diseases, first aid, CPR, child abuse, etc.
15. Aide must complete 15 hours of professional development per year until 45 hours (3 years) are completed then the number of hours of professional development per year drops to 10.

TEACHER'S PRESCHOOL AIDE cont.

- I. Physical demands for this position include the following: standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, reading, handling, speaking, hearing, seeing depth perception, seeing color vision, repetitive hand action.
- II. Potential safety hazards of this position to be aware of:

This list is not inclusive:

- Bloodborne pathogens
- Unruly students/adults
- Slips/falls
- Falling objects
- Lifting
- Hazardous chemicals/Materials
- Electrical
- Eye strain
- Cuts
- Burns
- Occasional operation of a vehicle under inclement weather conditions.

TEACHER'S PRESCHOOL AIDE
JOB DESCRIPTION
MARTINS FERRY CITY SCHOOLS

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

(Signature)

(Date)