

Highland Local Schools has a vacancy for your consideration. Please find the details below.

High School Aide

Apply Online

Category: Classified

Date Posted: 6/6/19

Location: High School

Date of Availability: 2019/2020 School Year

Date Closing: 6/17/19

The Highland Local School District has an opening for an aide. This position will be for 5 hours per day, 7:15 AM -12:15 PM, 189 days per year.

QUALIFICATIONS:

High School Diploma or G.E.D. is required. Previous library/media center experience preferred. Computer knowledge, office experience, strong work ethic, flexibility, positive interactive abilities with students and adults and a total understanding and acceptance of the rules of confidentiality. Requirements include obtaining background checks and a certificate from the State of Ohio to serve as an aide.

JOB DUTIES:

Duties include supervision and support in the library/media center, study hall, and other areas/classrooms, as assigned. (Primary responsibilities will be in the library/media center.)

SALARY:

The person selected to fill this position will be placed at the appropriate step of the salary schedule contained in the negotiated agreement between the HSS and the Highland Board of Education.

APPLICATION PROCEDURE:

Anyone interested with the appropriate certification may submit a letter of interest and resume through applitrack: www.applitrack.com/nccohio/onlineapp. The letter of interest should outline how the qualifications are met.

SELECTION PROCEDURE:

Highland Local School District is an equal opportunity employer. The Highland Local School District does not discriminate on the basis of race, national origin, sex, disability, or age in its employment practices.