

VACANCY NOTICE



Latchkey Assistant Director & Program Aides

The Ashtabula County Educational Service Center (ACESC) is seeking qualified applicants for the position of Paraprofessional to serve in all or applicant preferred Ashtabula County School Districts. The ACESC serves the Ashtabula Area City, Buckeye Local, Conneaut Area City, Geneva Area City, Grand Valley Local, Jefferson Area Local, and Pymatuning Valley Local school districts.

Mission

The purpose of the Ashtabula County Educational Service Center is to be a high performing organization that enables districts to achieve excellence.

Vacancy: Part-Time Assistant Director & Part-Time Program Aides

Posting Date: June 29, 2023

Closing Date: Until Filled

Reports To: Latchkey Director, Principal and/or Superintendent

Assistant Director Primary Purpose: Provide direction, guidance, and supervision for children during latch key activities.

Program Aide Primary Purpose: Supervise students participating in the Latchkey program. Plans student activities that address a wide range of interest and skill levels.

Compensation: Assistant Director Salary - \$15.00 per hour Program Aide Salary - \$12.23 per hour

Work Hours: 6:30 AM until 9:30 AM and or 3:30 PM until 6:00 PM

Required Qualifications:

- Appropriate Ohio Educational Monitor certificate
- High school diploma
- Meet the requirements as set forth in Ohio Revised Code 3301-32
- Meets all mandated health requirements
- Ability to earn certification in CPR and First Aid
- Successful BCII/FBI background checks

Job Duties:

- Plan a variety of activities, structured and unstructured, that encourage student participation in social, recreational, and educational activities
- Provide supervision, guidance, and discipline
- Prepare the assigned program site
- Requisition supplies and equipment
- Oversee the collection of registration and program fees

- Order snacks for program
- Monitor safety of children and be able to account for all children at all times
- Assist the Director in following procedures for properly registering and releasing a child from the program
- Oversee daily and weekly record keeping for each child
- Keep parents informed of activities and events
- Communicate with parents in regard to any special issues regarding their child
- Assist the Director in the process for keeping track of payments for program
- Follow all school policies as written
- Assist the Director in providing work assignments to latchkey staff

Application Process: Interested candidates apply [here](#).

The Ashtabula County Educational Service Center does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.