NOTICE OF VACANCY
CLASSIFIED STAFF

Date Posted:	Date Removed:
11/13/26-11/20/26	11/20/26

Job ID#/Position:
27-09 Attendant

Location:
Phillips Elementary School

Job Description/Qualifications:
See attached

Salary Range:
2026-27 School Year:
Attendant Step 1 $17.28 – Step 10 $19.71, 6.5 hours/day, 9 months/year, 187 days/year

Start Date:
11/23/26

If you are interested in applying for this position, please notify the Administration Office at 111 Academy Drive, Marietta OH in writing on or before:

3:00 pm, November 20, 2026

Marietta City Schools, as an Equal Opportunity Employer, is committed to a policy of Affirmative Action in the employment and advancement of qualified persons without regard to race, color, religion, sex, national origin, age, or handicap.

File: GDA

Position Title: Attendant

Location: District

MAJOR DUTIES AND RESPONSIBILITIES:

The person holding this position is directly responsible to the building principal and to the teachers of the cross categorical resource room and inclusion classroom. Duties assigned to the Attendant shall be flexible but shall reflect the needs of the students, Intervention Specialists, teachers, and the program.

The primary role of the Attendant shall be to assist students with disabilities regarding personal health care needs, physical needs, and education needs within the confines of the educational setting.

Specific duties include, but are not limited to the following:

1. Assist with toileting needs of the students, which may involve catheterization, changing of colostomy bags and changing diapers.
2. Assist with hygiene, eating and dressing activities of the students when such assistance is needed.
3. Assist in getting the students on and off the school bus and to and from the classroom.
4. Assist the students with transitions in the special education or mainstreamed classroom or to and from various parts of the building when assistance is necessary.
5. Assist students putting on and removing specially designed equipment or other required physical aids.
6. Assist in getting students in and out of desks, wheelchairs, and specialized equipment within the school setting. Such assistance may require lifting (no lifting of students over 40 lbs. without assistance).
7. To assist with academic instruction, individual and small group, under the direct supervision of the Intervention Specialist and classroom teacher.
8. Follow individual behavior intervention plans that may be implemented while the child is at school.
9. Assist the Intervention Specialist in the preparation and clean-up of instructional materials.
10. Assist with supervision on the playground, lunchroom and other school areas.
11. Accompany students riding the elevator when and where appropriate.
12. At the high school level, assist students in transition to jobs in the community and take students into the community for life skill opportunities.

Minimum Qualifications:

1. A high school diploma or equivalent
2. The Attendant must maintain good health, both physically and mentally.
3. The Attendant must be in good physical condition in order to carry out the lifting of children that is involved with the position.
4. The Attendant must hold an Educational Aide Permit.

MARIETTA CITY SCHOOL DISTRICT
111 ACADEMY DRIVE
MARIETTA OH 45750

NOTICE OF VACANCY
BID FOR CLASSIFIED EMPLOYEES

Posting #/Position _____

I, _____ hereby place a bid on the above
(print name)
job posting which expires at 3:30 PM on _____ signed this

_____ day of _____, _____ and submitted to

the Administration Office.

_____
(signature)

Phone/email: _____

_____

For Business Use Only:

Bid received at _____ AM or PM on this _____ day of

_____, _____

by _____