

POSITION	Entrepreneurship Center Aide
LOCATION	D Russel Lee Building
GENERAL DESCRIPTION	<p>The Entrepreneurship Center Aide helps create an engaging and well-organized environment that supports student learning, innovation, and entrepreneurial experiences. This position provides a blend of program, operational, and student support by assisting with the coordination of activities, maintaining efficient center operations, overseeing resources and learning spaces, and ensuring a positive experience for students, staff, and community partners. The role requires strong organizational skills, a commitment to student success and safety, and the ability to work collaboratively while representing the district and its career-focused programs in a professional manner.</p>

This position may also work as a substitute for teacher/duty coverage on an as needed basis.

| QUALIFICATIONS

- High school diploma;
- Current **or** willing and able to obtain an Ohio Department of Education [Educational Aide permit](#);
- Current **or** willing and able to obtain an Ohio Department of Education [Substitute Teacher license](#);
- Proven ability to develop positive working relationships with students, peers and administration;
- Proven organizational skills and ability to work on multiple tasks with better than average attention to detail;
- Computer expertise appropriate to the position;
- Valid drivers' license, reliable transportation, and vehicle insurance;
- History of good job attendance; and
- Must pass criminal background check.

STARTING DATE	August 2026
SALARY	\$22.23 – 26.29/hour (\$37,346 – 44,167/year)
BENEFITS	Medical, dental, vision, and life insurance; tuition reimbursement; paid holidays
WORK YEAR	210 days - 8 hours/day
DEADLINE	Internal: June, 12, 2026; External: Until Filled
APPLY TO	Butler Tech Careers