

WEST SHORE SCHOOL DISTRICT
Job Description

TITLE: **BUILDING AIDE**

QUALIFICATIONS:

1. High school diploma.
2. Efficient use of office productivity applications and ability to operate basic office machines.
3. Possesses or is eligible to possess first aid and CPR certification.
4. Compliance with Employment Eligibility, all required background clearances, and Physical Examination/TB test standards.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

SUPERVISED BY: Building Principal

JOB GOAL: To assist the building principal and teachers in the performance of non-instructional tasks such as typing, filing, duplicating, and student supervision.

A. ESSENTIAL JOB FUNCTIONS:

1. Performs the following tasks: standing to copy, laminate, and collate; filing in a five-drawer file cabinet; handling and transporting up to ten reams of paper, printed material, etc., to office; preparing all copies for central duplication.
2. Prepares instructional-related materials for the teaching staff.
3. Monitors the cafeteria, ensuring an efficient, pleasant, and orderly atmosphere.
4. Reads and correctly interprets written directions and performs accurate computations related to the functions of the position.
5. Assists in the health room in the absence of the nurse.
6. Compiles, submits, and distributes supplies for office and teachers.
7. Assumes the duties of the secretary as needed.
8. Assists the secretary with routine office duties.
9. Assists with in-house attendance procedures.

10. Disseminates materials to staff and students.
11. Participates in required staff development activities.
12. Promotes positive public and employee relations for the District through courteous and efficient handling of contacts and communications while serving as a resource person on District policies, procedures, rules, and regulations as relevant to the position.
13. Ensures the highest degree of confidentiality appropriate to the position.
14. Works during established building operating hours and works extra time as needed and approved.
15. Complies with the Pennsylvania School Code, the policies of the School Board, and the *Non-Bargaining Support Personnel Handbook*.
16. Regularly performs other tasks and responsibilities as assigned by the supervisor such as, but not limited to, office coverage and student supervision.

TERMS OF EMPLOYMENT: 1. The pupil year and support staff in-service days.
 2. Compensation as per District guidelines.

RESPONSIBILITY LEVEL: 1

EVALUATION: Performance of this job will be evaluated by the building principal in accordance with the Board policy on evaluation of support personnel.