

MONONGALIA COUNTY SCHOOLS
Job Description

TITLE: Aide

DEFINITION:

Aide I - means those personnel selected and trained for teacher-aide classifications such as monitor aide, clerical aide, classroom aide or general aide.

Aide II - means those personnel referred to in the "Aide I" classification who have completed a training program approved by the state board, or who hold a high school diploma or have received a general educational development certificate. Only personnel classified in an Aide II class title may be employed as an aide in any special education program.

Aide III - means those personnel referred to in the "Aide I" classification who hold a high school diploma or a general educational development certificate and have completed six semester hours of college credit at an institution of higher education or are employed as an aide in a special education program and have one year's experience as an aide in special education.

Aide IV - means personnel referred to in the "Aide I" classification who hold a high school diploma or a general educational development certificate and who have completed eighteen hours of state board-approved college credit at a regionally accredited institution of higher education, or who have completed fifteen hours of state board-approved college credit at a regionally accredited institution of higher education and successfully completed an in-service training program determined by the state board to be the equivalent of three hours of college credit.

- QUALIFICATIONS:**
1. High school diploma or GED.
 2. Be able to communicate with adults, follow instructions, accept supervision and be compatible to working with children.
 3. Current CPR training.
 4. Be capable of lifting and maneuvering wheelchairs up/down ramps.
 5. Be able to handle and care for wheelchairs, braces, crutches, etc., and be able to administer medication to students while in their custody, only when the following conditions are met:
 - a.) Written directions from the attending physician that includes the requirements specifying frequency and methods of administration, and a description of anticipated reactions of the student to the medication.
 - b.) Written parental consent.
 - c.) Written authorization from the Superintendent or the Superintendent designee.

- d.) The medication is taken from properly labeled medicine containers to insure positive identification of the student and medication to be given.
- e.) The medication is locked in a safe place.

- 6. Pass the approved West Virginia Service Personnel Test for School Aide.
- 7. Possess training and experience which would lead to successful employment as an Aide in and Aide category as required for a specific position.
- 8. Supervisory skills that would allow one to act as a Supervisory Aide if the need arose.
- 9. Meet the health requirements as set forth by West Virginia State Code and Local Policy.

REPORTS TO: Building Administrator/Building Supervisor

SUPERVISES: N/A

JOB GOALS:

Bus Aide – To assist in providing safe transportation so that students may enjoy the fullest possible advantages from the county's curriculum and extracurricular programs. To be a supervisory aide in the absence of professional educators.

Classroom Aide – To provide a well organized and smoothly functioning classroom environment in which teachers and students can full advantage of available resources. To be a supervisory aide in the absence of professional educators.

Special Education Aide – To provide for the needs of identified special education students and to provide them with the physical help and emotional support they need to gain full benefit from school and to assist in providing a well organized smoothly functioning classroom environment. To be a supervisory aide in the absence of professional educators.

TERM OF EMPLOYMENT: 200-days. Salary to be established by the Board of Education.

EVALUATION: Evaluation of this job will be conducted in accordance with the Board's policy on Service Personnel Evaluations.

ESSENTIAL JOB FUNCTIONS:

- 1. Meet children at designated bus stops/schools and help them to school/bus.
- 2. Collect and turn over to the school and/or Transportation secretary those items left on the bus by the students.

3. Alert teachers/building administrators to any problems or special information about children's problems.
4. Work with and assist students designated to be special education or special needs students.
5. Perform tasks, i.e., making copies, as required by the teacher.
6. Perform or assist children to perform those functions which they are incapable of doing, i.e., feeding, toileting, dressing, lifting.
7. Assist those children who need help at the school entrance in the morning/evening, take them into the classroom/entrance/bus and help those students prepare for school.
8. Under supervision of the teacher, works with small groups of students to reinforce material introduced by the teacher.
9. Check and record student attendance.
10. Distribute and collect workbooks, paper, and other instructional materials.
11. Read to students, listen to them read, and participate in other forms of oral communication with students.
12. Assist students to master equipment or instructional materials assigned by the teacher.
13. Assist with lunch, snack and other routine clean up.
14. Develop bulletin boards and instructional materials.
15. Assist students with media center and/or library activities.
16. Work with individual students under the direction of a teacher.
17. Make reports, record data, administer tests, etc., as directed by a teacher.
18. Perform care procedures for impaired students. These may include suctioning, nasogastric tube feeding, catheterization, and dietetic testing.
19. Maintain a high level of ethical behavior and confidentiality of information about students.
20. Demonstrate the ability to remain and respond calmly and objectively to a variety of situations.
21. Provide a variety of behavior management techniques in a crisis situation before resorting to passive restraint.
22. Assist with maintaining a structured learning environment through appropriate organization of time, space arrangements, and material organization.
23. Implement established rules, instructions, preventative discipline, and other environmental stimuli to bring about significant changes in student functioning.
24. Follow lesson plans developed for instructional, social, academic and emotional skills and objectives.
25. The daily work schedules and duties may be adjusted, within the parameters of an Aide's contract, in order to meet the needs of the county school system.
26. Perform other duties/tasks as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.
4. Maintain positive employee and public relations.
5. Attend local staff development and other meetings concerning instruction.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hand to finger, handle, feel and reach with arms and hands. The employee is occasionally required to stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 60 pounds. Specific vision abilities required by the job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environments described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions; and variances of heat and cold.

JOB DESCRIPTION REVIEW:

This job description will be reviewed annually.

This job description will contain the information and facts considered essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all the work required to be performed.