

Substitute Aide

Shift: Varies

Employment Term: As needed

Salary Range: Pay Grade C

To assist the bus operator/teacher in meeting the intellectual, physical, and emotional needs of students.

The aide is directly accountable to the principal, bus supervisor, special ed director.

Qualifications:

- Must have attained a high school diploma or GED equivalent.
- Must pass the West Virginia required competency test.
- Show a sincere interest in working with children.
- Be able to communicate appropriately with adults and children.
- Be willing to participate in in-service.

Terms of employment:

Substitute Aides are employed to work as needed when regular employees are absent.

Performance Standards/Indicators:

1. Work Habits

- Display a positive attitude;
- Follow state and county laws and school policies;
- Meet schedules;
- Maintain a clean, uncluttered work area;
- Manage stressful situations;
- Require minimum supervision;
- Be punctual;
- Be dependable;
- Accept suggestions and constructive criticism;
- Follow instructions.

2. Work Duties and Performance

- Reinforce safety concepts presented by bus driver/teacher;
- Assist bus operator in supervision of students;
- Operate equipment: bus lifts, harness hookups, wheel chairs, wheel chair tiedowns/securements;
- Complete required paperwork;
- Follow IEP's;
- Assist in housekeeping;
- Take care of physical needs of students, as directed;
- Assist bus operators and teachers in meeting special needs of students;
- May be required to complete autism training;

- May be required to complete specialized training;
- May be required to complete restraint training.

3. Professional Development

- Attend in-service and job related training programs;
- work toward skill improvement and efficiency.