

ECCAT Aide/Bus Aide—Aurora

Posting Dates: April 22-28, 2025

Shift: 7:00 am - 3:00 pm

Employment Term: 200 days; for the 2025-2026 school year

Salary Range: Pay Grade E

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

The aide is directly accountable to the principal and teacher assigned.

This position may require riding a bus.

Qualifications:

- Must have attained a high school diploma or GED equivalent.
- Must pass the West Virginia required competency test.
- Must have Early Childhood Classroom Assistant Teacher certification. If no one with this certification applies, applicants who are willing to pursue this credential will be considered.
- 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:

Aides are employed 200 days at a salary designed in the county salary scale which coincides with the classification.

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

- Tutor students as instructed;
- Reinforce concepts presented by teacher;
- Work with small groups and individuals as directed;
- assist teacher in supervision of students;

- Prepare instructional materials;
- Operate equipment;
- Help with paperwork;
- 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 ride bus/supervise students as assigned;
- 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.