

**CLARK-SHAWNEE LOCAL SCHOOLS**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>Instructional Aide</b>
<b>Reports To:</b>	Principal
<b>Status:</b>	FLSA Classified; Sections 3319.081, 3319.088 - ORC
<b>General Description:</b>	Assist in providing basic support services to assist with the instructional program and to promote the physical and emotional wellbeing of students.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. High school diploma or equivalent; two years of study at an accredited institution of higher education or an associate degree preferred.</li> <li>2. Educational aide permit, ESEA qualified.</li> <li>3. Successful experience working with children and young adults.</li> <li>4. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.</li> <li>5. Good health and good attendance record.</li> <li>6. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access classroom, office, and appropriate areas of school and District property and facilities.</li> <li>2. Able to safely and appropriately lift and manage preschool and special needs children when necessary.</li> <li>3. Effective communication and interpersonal skills.</li> <li>4. Able to present information in a clear and compelling manner.</li> <li>5. Able to work successfully with students, parents, teachers, administrators, and the community.</li> <li>6. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>7. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. Assist in providing supervision and support services for students in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.</li> <li>2. * Maintain organization, control of student behavior and discipline, and a positive learning environment, as assigned.</li> <li>3. * Assist in skill reinforcement and in small group instruction in accordance with lesson plans as provided.</li> <li>4. Assist in the implementation of intervention strategies and of individualized education plans (IEPs) and/or other District-authorized accommodation plans.</li> <li>5. Prepare, monitor, and assist with the implementation of student assessment measures.</li> <li>6. * Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.</li> <li>7. Develop and maintain positive school-community relationships and timely communications.</li> <li>8. Assist with field trips and other class-related activities.</li> <li>9. Secure and prepare equipment and supplies for classroom use and return when finished.</li> <li>10. * Maintain up-to-date records and complete reports as required by law, District policy, and administrative guidelines.</li> <li>11. * Monitor and assist with student hygiene and safety practices.</li> </ol>	

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12. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
13. Respond to specific requests from the Principal/teacher on matters affecting the program and operation of the District.
<b>Other Professional Expectations:</b>
1. Demonstrate a belief in and practice of ethical principles and democratic values.
2. Keep up-to-date and knowledgeable of educational issues and District-related matters.
3. Perform other job functions as assigned.
<b>Additional Working Conditions:</b>
1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
<b>The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.</b>