

# Vandalia Butler City School District

## Job Description

#508

<b>Job Title:</b>	Study Hall /Media Aide
<b>Reports to:</b>	Principal
<b>Job Objective</b>	Provides support services to monitor students and to maintain media resources.
<b>Supervisory Responsibility</b>	None
<b>Working Conditions</b>	<p>To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.</p> <ul style="list-style-type: none"> <li>• Balancing, bending, crouching, kneeling, reaching, and standing.</li> <li>• Exposure to adverse weather conditions and temperature extremes.</li> <li>• Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.</li> <li>• Exposure to blood-borne pathogens and communicable diseases.</li> <li>• Interactions with aggressive, disruptive, and/or unruly individuals.</li> <li>• Operating and/or riding in a vehicle.</li> <li>• Lifting, carrying, and moving work-related supplies/equipment.</li> <li>• Traveling to meetings and work assignments.</li> <li>• Using a computer keyboard and monitor for prolonged periods.</li> <li>• Working in proximity to moving mechanical parts.</li> </ul>
<b>Performance Evaluation</b>	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Vandalia-Butler School District Board of Education.

### Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with advances in technology and workplace innovations that enhance productivity.
- Consistently dependable. Flexible outlook. Accepts new responsibilities/assignments willingly.
- Valid state department of education permit appropriate for the assignment.
- Ability to interact comfortably and confidently with the public.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.

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**Abilities Required:** *The following personal characteristics and skills are important for the successful performance of assigned duties.*

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with limited supervision. Meets deadlines despite time constraints.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Essential Functions:** *The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.*

- Catalogs devices on the computer database. Maintains a computerized student database and orderly system.
- Oversees the cleaning, basic repair, and replacement of student devices.
- Coordinates repairs with the technology department. Processes loans and returns.
- Annually, responsible for the distribution and collection of devices.
- Performs a complete annual inventory of student devices.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Implements effective pupil management procedures.
- Determines seat assignments. Takes attendance. Upholds study hall rules.
- Controls student access to lockers, toilet rooms, etc. Prohibits loitering near the room entrance.
- Keeps administrators informed about chronic absenteeism, tardiness, and behavior problems.
- Ensures that students have books and classroom assignments. Helps students with questions.
- Authenticates student permission to leave the room. Tracks the location of each assigned student.
- Develops and maintains a positive learning environment that stimulates student interest, enthusiasm, and inquisitiveness about subjects and events.
- Helps students take full advantage of the learning environment.
- Maintains accurate records and submits reports on time.
- Complies with district procedures to account for the collection of authorized student fees and fines.

### **Professional Responsibilities**

- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.

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- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

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