

BROOKVILLE LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>EDUCATIONAL AIDE</b>	<b>File 502</b>
<b>Reports to:</b>	Principal and assigned teacher	
<b>Job Objectives:</b>	Performs a variety of non-teaching classroom support and student personal care services as directed under the supervision of an assigned teacher.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· High school diploma or GED.</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· Documentation of a clear criminal record.</li><li>· Complies with drug-free workplace rules and board policies.</li><li>· Valid Ohio Department of Education Permit appropriate for the assignment.</li><li>· Self-directed and able to learn required skills for the position.</li><li>· Ability to physically manage students with disabilities.</li><li>· Congenial disposition and strong interpersonal skills.</li><li>· Successful completion of communicable disease, first aid, and child abuse training.</li></ul>	
<b>Essential Functions: <sup>1</sup></b>	<p>The following duties and responsibilities are representative of performance expectations.</p> <ul style="list-style-type: none"><li>· Checks with the teacher for instructions. Accepts supervision. Carefully follows all directions. Seeks advice when expectations are unclear.</li><li>· Upholds board policies and follows administrative procedures.</li><li>· Promotes a favorable image of the school district.</li><li>· Works with small groups and/or individual students. Helps students with remedial and/or enrichment activities. Reinforces instructional materials introduced by the teacher. Maintains a positive learning environment.</li><li>· Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.</li><li>· Follows medical plans for students as instructed and trained by a licensed health care professional.</li><li>· Supports an inclusive educational environment. Helps students with disabilities participate in appropriate peer group activities as directed.</li><li>· Assists with student mobility needs. Helps students use assisted and/or augmentative devices.</li><li>· Positions students to take advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).</li><li>· Helps students with personal hygiene needs as trained by a licensed health care professional.</li><li>· Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.</li><li>· Actively participates in programmed recreational activities as directed.</li><li>· Supervises rest periods when applicable.</li><li>· Monitors ill students until a parent/guardian arrives as directed.</li><li>· Protects the confidentiality of privileged information.</li><li>· Uses prudent discretion in the supervision of students. Takes precautions to ensure student safety. Provides for the appropriate supervision of assigned students at all times.</li><li>· Maintains high standards and upholds the student conduct code.</li><li>· Works with the classroom teacher to address persistent behavior problems.</li><li>· Supervises non-classroom activities as directed (e.g., arrival/departure, bus duty, hall duty, lunch, recess, field trips, library, computer lab, etc.).</li></ul>	

- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Reports evidence of suspected child abuse as required by law.
- Performs clerical work related to classroom activities. Prepares and distributes teaching materials. Checks papers and scores tests as directed.
- Prepares classroom equipment for use (e.g., computers, media resources, etc.).
- Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes classroom equipment as directed.
- Participates in parent conferences, open houses, and other required school events.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Complies with the district's teacher dress code.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required: <sup>2</sup>**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require operating power-driven equipment.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Brookville Local School District Board of Education.

The Brookville Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

*Revised: August 2002*

<sup>1 & 2</sup> *A reasonable accommodation will be made to enable a qualified individual with a disability to perform essential job functions. Duties and responsibilities shall comply with terms of negotiated agreements and all applicable state and federal laws.*