BETHEL LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **AIDE (FLEXIBLE ASSIGNMENTS)** **File 501**

Reports to: Assigned administrator/supervisor

Job Objective: Provides program support services aligned with student learning objectives.

Minimum Qualifications:
- Valid Ohio Department of Education license/permit as determined at the time of appointment.
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.).
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed.

Physical Demand Level[1]: Light to medium strength (frequently lifting/carrying 11 to 25 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, stooping, and using a traditional keyboard.

[1] Abridged listing of U.S. Department of Labor physical demand characteristics.

Note: Legally acceptable alternative qualifications, additional assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Performs non-teaching support services as an active member of the educational team.
- Communicates rules to students (i.e., behavioral expectations and non-compliance consequences).
- Assumes responsibility for controlling student conduct. Reports concerns to administrators.
- Prepares records as directed. Complies with district records retention and disposal policies.

Job assignments may involve one or more of the following responsibilities:

Cafeteria/Recess: Patrols assigned areas. Promotes positive social interactions among students.

Classroom: Performs non-teaching support services as a member of the educational team.

Hall Monitor: Patrols public areas to provide a safe environment for staff, students, and visitors.

Library/Media: Helps staff and students use library/media services effectively.

Office Aide: Performs general office duties and ancillary program support services.

Parent drop-off/pick-up: Supervises assigned crosswalks to ensure pedestrian safety.

Student Assistance: Supports an inclusive educational environment. Helps implement student intervention strategies and classroom accommodations as directed. Provides mobility assistance.

Study Hall, Detention, or In-School Restriction: Supervises a highly structured environment for students. Checks to ensure students are working on class assignments.

Transportation: Assists students to ensure safe, efficient, and courteous transportation services.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Ensures the veracity and security of confidential information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.
- Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and, to protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.
Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.
Exposure to blood-borne pathogens or contagious diseases.
Exposure to severe weather conditions or temperature extremes.
Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.
Operating or riding in a vehicle. Working in or near vehicular traffic.
Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.
Traveling to meetings and work assignments.
Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

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