

EPHRATA AREA SCHOOL DISTRICT
Ephrata, PA

Position Title: Building Aide
Department: Support Staff
Reports To: Building Principal
FLSA: Non-Exempt
Date: May 2010
Revision Date: July 2014
Revision Date: June 2022



POSITION PURPOSE

To assist building staff in the organization of a safe and stimulating play environment and to support the development of children’s personal, social and independence skills.

ESSENTIAL FUNCTIONS – Included but not limited to:

- Support play and personal development by interacting with children on the playground, leading games and enabling a wide range of play opportunities.
- Assist the teaching staff with the effective running of the playground.
- Monitor classrooms and corridors during lunch when students remain indoors or during other times supervision is needed.
- Organize items of lost property.
- Support health and safety in the playground and carry out minor First Aid in the playground when necessary.
- Communicate proactively with Principal on issues relating to the playground.
- Assist with cafeteria duties as needed.
- Assist office staff with daily duties including but not limited to, copying, laminating, mail.
- Assist with organizing and inventory of supplies / supply closet.
- Any other duties that may be beneficial to the Building/District and/or as requested by the Principal.

KNOWLEDGE & SKILL REQUIREMENT

Support Staff - Building Aide

Education:	High School Diploma - minimum
Certification:	Not required
Experience:	Experience working with school age children preferred.
Language Skills:	Ability to read, produce, and comprehend simple instructions, short correspondences, and memos. Ability to collect data and utilize basic technology to perform job duties.
Mathematical Skills:	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
Reasoning Skills:	Ability to apply common sense understanding to conduct written or oral instructions. Ability to communicate professionally and efficiently to solve problems related to assigned student. Ability to use sound judgment and make decisions in the absence of supervisor and work independently.
Other Skills & Abilities:	Capable of operating office machines and experience involving data processing equipment; Expertise in Microsoft Word, Excel, and Outlook; excellent communication and organizational skills.

WORKPLACE EXPECTATIONS:

- Must demonstrate regular and punctual attendance.
- Must interact positively with administration, students, staff, parents, and community members.
- Must demonstrate professionalism and appropriate judgment in behavior & speech and dress in a neat, clean, and professional manner.
- Must follow all District policies, work procedures and reasonable requests by proper authority.
- Must maintain the integrity of confidential information within the Business Office.
- Follow established protocols as outlined in Student/Faculty/Support Staff handbooks

ESSENTIAL PHYSICAL REQUIREMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to twenty pounds. The employee may frequently drive to various locations within the district. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc.

TERMS OF EMPLOYMENT

Ten-month schedule. Salary and hours are in accordance with current schedule.

CUSTOMER SERVICE STANDARDS

Our interaction with customers, both internal and external, tells them about our priorities and how we value them as partners. To ensure that our interactions serve to strengthen relationships and promote the public image of the Ephrata Area School District, all employees should:

- Be extremely polite and listen to other perspectives
- Keep your promises and commitments to others
- Always give a little more than is expected

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodations(s) to fulfill any or all these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

EASD Representative

Date