Edina Public School
Position Description

Section I: General Information

Position Title: Lead Building Aide	**Department:** Community Education
Immediate Supervisor: Program Director Supervisor of School-Aged Care, Operations, and Facilities	**FLSA Status:** Non-Exempt
Position Summary: With the focus to support and advance the Edina Public Schools' mission, vision and core values, the Lead Building Aide provides supervision of district facilities by facility permit holders and users during non-school hours.	

Section II: Essential Duties and Responsibilities

Provides Customer Service to School Building Visitors

- Responds to customers in a courteous, prompt, and respectful manner.
- Answers questions, explains program and provides referrals as needed to individuals and groups.
- Identifies and resolves issues that arise and responds to concerns in a professional manner.

Safety and Procedural Management

- Follows program policies, procedures, and regulatory mandates.
- Employs knowledge of relevant school, district and state policies and procedures.
- Maintains a healthy, safe, and secure environment.

Performs other duties of a comparable level or type, as required.

- Communicates the district's vision, mission, core values and beliefs and provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise and knowledge.
- Attends training sessions, conferences, seminars, district, and departmental meetings as required. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Building effective relationships with community stakeholders.
- Ensuring the use of culturally competent practices to meet the needs of each and every student.
- Providing exemplary customer service to internal and external customers.
- Following written and verbal directions and working independently.
- Prioritizing tasks and performing work duties requiring attention to detail and accuracy.
- Using professional judgment while handling issues in accordance with policies and procedures.

Section IV: Minimum Work Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	High school diploma or equivalent.

Section V: Physical Position Requirements

Physical Activities									
Amount of Time Spent	**None**	**33% Occasionally**	**34-67% Frequently**	**68-100% Continuously**	**Physical Lift, Carry, Exert**	**None**	**33% Occasionally**	**34-67% Frequently**	**68-100% Continuously**
Stand			x		**Up to 10 pounds**			x	
Walk			x		**Up to 25 pounds**		x		
Sit		x			**Up to 50 pounds**	x			
Use hands to finger, handle or feel				x	**Up to 100 pounds**	x			
Reach with hands and arms		x							
Climb or balance		x							
Stoop, kneel, crouch or crawl			x						
Talk or hear				x					
Taste or smell	x								

Classification History: Job description created by ISD 273 Human Resources 1.2024.