

FAIRVIEW PARK CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **AIDE (GENERALIST)**

File 501

Reports to: Principal

Job Objective: Performs a variety of support services as assigned.

NOTE: Performance of functions described in this document may vary in scope, frequency, and duration. Some duties may not be required for individual assignments. Duties designated at the time of hire may be modified to address current, altered, or emerging program/staffing needs.

Minimum Qualifications:

- 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), when required. Valid state department of education permit appropriate for the assignment.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with skills essential to the objectives of the position.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- 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.
- Ability to learn and use computer-based programs to track student attendance and assignments.

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.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations and/or procedures are unclear. Takes the initiative to perform routine tasks independently.
- Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Tactfully address questions/concerns.
- Supports community participation in school-sponsored activities that enhance student learning.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Helps implement rules/procedures that promote the correct use and care of program resources. Helps ensure that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings as directed.
- Pursues in-service training necessary to maintain mandated standards.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Cafeteria

- Patrols assigned areas. Maintains visibility and student contact. Communicates cafeteria rules to students. Keeps supervisors informed about concerns and behavior problems.
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Performs assigned cafeteria duties (e.g., washing tables, picking up trash, sweeping floors, restocking stocking vending machines and/or other dispensers, etc.).
- Assists cafeteria staff as needed to deal with unexpected or urgent situations.
- Substitutes for food service staff during absences when properly trained.

Classroom

- Works with individuals and small groups of students on remedial and/or enrichment activities.
- Reinforces instructional objectives introduced by the teacher.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Provides accommodations for students as directed (e.g., takes notes, reads instructions, etc.).

Computer Lab

- Performs preventive maintenance and routine cleaning of equipment. Installs software, memory upgrades, and other enhancements. Maintains a supply of consumable products (e.g., paper, ribbons, toner cartridges, etc.).
- Prepares training materials and instruction sheets. Helps students and staff use computers, software programs, printers, and other peripherals effectively.
- Coordinates computer activities with the classroom teacher. Ensures that students use appropriate software for the assigned tasks. Monitors compliance with all licensing agreements.

Copy Services

- Provides copying (imaging) and laminating services. Makes copies for teachers/students. Delivers finished copies as directed.
- Monitors equipment. Replaces ink/toner. Controls costs and reduces waste through careful use of supplies.

Hall Monitor

- Maintain a high profile. Upholds safety rules/regulations. Reports security concerns.
- Greets the public. Responds to requests for assistance. Directs visitors to the office.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and reports concerns to an administrator.
- Does not permit students to loiter. Verifies that students have permission to be in hallways or other areas during scheduled class periods.

Health Clinic

- Prepares the health clinic (e.g., sets up equipment, stocks supplies, etc.).
- Prepares requisitions. Maintains inventory records and monitors budget expenditures as directed.
- Processes parent consent for administration of medication forms. Compares completed consent forms with medication labels to identify discrepancies.
- Administers medications as directed. Keeps all medications locked in a secure cabinet.
- Renders basic first aid and administers student medications when a school nurse is not available.
- Responds promptly to calls for assistance. Initiates emergency procedures. Monitors ill students. Notifies parents or guardians as directed.
- Types routine office documents. Duplicates and collates materials. Prepares mail.
- Helps collect and maintain student health records (e.g., immunization status, medical histories, etc.). Safeguards the confidentiality of medical information.
- Assists with screening activities (e.g., vision, hearing, scoliosis, pediculosis, etc.).
- Helps coordinate the Hepatitis B immunization program.
- Prepares student files and medical reports (e.g., census data, county/state health department, intervention assistance teams, pupil services, etc.).

Library/Media

- Maintains a thorough knowledge of the library collection and media resources.
- Catalogs materials under the supervision of the library/media specialist.
- Staffs the circulation desk. Uses circulation software to perform library tasks (e.g., online catalog searches, checking material in/out, preparing overdue notices, producing reports, etc.).
- Complies with district procedures to account for the collection of authorized student fines.
- Keeps books, periodicals, pamphlets, etc., properly shelved.
- Oversees the cleaning, repair, and replacement of library/media equipment and materials. Mends books/periodicals. Performs minor equipment repairs. Discards outdated or damaged materials following board-adopted procedures as authorized by the library/media specialist.
- Assists with inventory of the library collection and media equipment as requested by the library/media specialist.

- Helps maintain an appealing library environment using creative and well-organized bulletin boards, displays, etc. Helps keep library technologies in working order. Downloads and installs updates.
- Helps patrons use library/media computers, peripherals, and equipment (e.g., videos, CD-ROMs, audio tapes, etc.). Assists teachers with the operation of audio-visual equipment.

Office

- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open. Ensures that the telephone is not left unattended when duties required leaving the office.
- Types routine school documents. Duplicates/collates materials.
- Helps maintain an orderly office. Keeps materials properly filed.
- Prepares displays and bulletin boards as directed.
- Processes incoming, outgoing, interoffice mail and faxes.
- Receives deliveries. Notifies recipients about the arrival of packages.
- Stores and inventories office supplies as directed.
- Receives, sorts, and counts money as directed. Prepares/maintains records suitable for auditing.
- Processes students arriving late to school. Collects class attendance forms. Distributes absentee list. Prepares attendance records as directed.
- Helps train and assist student helpers in the performance of their duties.
- Monitors students sent to the office for discipline reasons.
- Locates students as requested. Processes homework requests for absent students.

Playground/Recess

- Recognizes that students need opportunities to quietly pursue personal interests. Communicates playground and indoor recess rules. Emphasizes fair play and courtesy. Mediates impasses.
- Patrols the recreation area to maintain visibility and student contact.
- Encourages social interactions among students.
- Monitors and initiates action to protect students during adverse weather conditions.
- Stores equipment and helps keep the recreation area orderly.

Preschool

- Works with small groups and/or individual students. Teaches school/classroom rules. Helps students with a wide range of maturity and developmental levels learn appropriate social skills.
- Encourages student creativity using music, art, and play activities. Helps carry out activities introduced by the teacher that address the learning styles of each student.
- Prepares snacks. Helps students with hand washing routines. Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.
- Actively participates in programmed recreational activities as directed.
- Supervises rest periods when applicable.
- Monitors ill students until a parent/guardian arrives.

Student Care/Assistance

- Keeps informed about the assistance needs/procedures for assigned students.
- Acquires basic skills that support student needs (e.g., sign language, finger spelling, etc.).
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Helps students with disabilities participate in appropriate learning activities. Assists with behavior management plans when required.
- Monitors equipment (e.g., harnesses, belts, safety devices, etc.) to identify unsafe conditions and/or defective equipment. Promptly reports concerns.
- Facilitates student mobility. Helps students use assistive and/or augmentative devices.
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.
- Works with the classroom teacher to address persistent behavior problems.

Study Hall, Detention, or In-School Restriction

- 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.

Transportation/Bus Monitor

- Assists with passenger loading/unloading. Operates the wheelchair lift. Checks and fastens seat belts. Secures wheelchairs and other student equipment before the bus starts.
- Monitors equipment (e.g., harnesses, belts, safety devices, etc.) to identify unsafe conditions and/or defective equipment. Promptly reports concerns.
- Monitors students. Provides assistance as needed.
- Learns proper procedures to assist students during emergency bus evacuations.
- Cleans up spills and deals with other conditions that may contribute to an accident.

Abilities Required:

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

- 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.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and self-control to avert problems and resolve conflicts
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Fairview Park City Board of Education.

The Fairview Park City Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

Rev. 2/10