



Job Description  
**BUILDING AIDE**  
Classified

**Position Goal:** The Building Aide assists licensed staff members in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Building Aide works closely with staff and administration to promote and execute the instructional plan of the building.

**Preferred Qualifications:**

- High school diploma or equivalent
- Health and inoculation certificate on file in the USD 231 District Office (after employment offer is made)
- Clear criminal and motor vehicle background check
- Preferred experience in school setting
- Experience with various computer and computer programs
- Desire to enhance skills and improve job performance

**Reports to:** Building Principal/Certified Teacher

**General Responsibilities:**

- Ensure all activities conform to district guidelines
- Communicate effectively with all colleagues
- React to change productively
- Carry out all assigned duties
- Demonstrate effective interpersonal relationships with others
- Support the value of education
- Support the philosophy and mission of the school district
- Demonstrate regular attendance (see Classified Employee Handbook)
- React positively to supervision and constructive feedback
- Assist in safeguarding confidential information
- Adhere to all USD 231 health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan
- Other duties as assigned by the supervising teacher or building principal

**Essential Functions:**

- Assist in facilitating the personal, social, and intellectual development of students
- Assist in establishing a positive learning environment, and respond to the individual needs of students
- Appropriately operate all classroom equipment
- Assist in the instruction and supervision of students
- Support assignment completion
- Explain directions/concepts
- Administering non-standardized tests/curriculum based measures
- Set-up and lead students in activities prepared by the supervising teacher
- Tutor students as directed
- Assist with small group instruction
- Monitor student progress

- Assist students in playing games and with proper use of playground equipment
- Motivate students through effective communication and evaluative feedback
- Set and maintain high expectations for student achievement and behavior
- Prepare instructional materials and supplies
- Escort and supervise students to/from various school areas, including the playground
- When necessary, escort students on field trips
- Take attendance and record absences
- Attend staff meetings, as directed by supervising teacher
- Assist in the maintenance and inventory of materials
- Prepare materials
- Assist with classroom set up or clean up
- Assist with clerical duties in classroom or occasionally in building front office
- All other duties assigned by supervising teacher or building principal

**Physical Requirements/Environmental Conditions:**

- Work in multiple settings
- Work in noisy and crowded environments
- Good physical agility which requires the following:
  - Frequent bending
  - Sitting
  - Standing
  - Walking
  - Kneeling
  - Reaching
- Physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 40 pounds

**Terms and Benefits:**

- At will employment
- Non-exempt status
- Work terms and fringe benefits per Classified Employee Handbook and Board of Education Policy
- Rate of pay per the USD 231 Classified Employee Salary Schedule
- 174 work days
- Evaluation per USD 231 Board of Education Policy
- KPERs retirement plan

**Revised:** August 2018

The Gardner Edgerton School District is an Affirmative Action, Equal Employment Opportunity Institution